

SCANITTM



PARTS

System User Manual

Version19



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Overview

The ScanIt Parts System enables you to create and print barcode labels for your parts department while simultaneously managing your parts inventory.

The ScanIt Parts System runs on a PC. The PC automatically downloads, from your DMS, all of your open orders, special orders, and inventory for the current day.

Using a wireless handheld barcode scanner and built-in printer, you scan parts in your receiving area. Any special order part will automatically print a label with your part number, control number, repair order number, customer name, employee number, bin location and route number. Any stock part, the information will be displayed on the scanner. These features reduce the overall time to check in the order because there is no need to reference the packing slip for each part on that particular order.

Once your parts are scanned, your DMS is automatically updated.

Another feature the ScanIt Parts System has can be used to look up part numbers. For example, if you scan an ACDelco part number, ScanIt Parts will automatically convert the ACDelco number to your assigned GM number.

Additionally, the ScanIt Parts System produces bin location labels. This eliminates look up time for the assigned bin location when receipting your parts.

Lastly, the ScanIt Parts System produces a series of reports helping you to determine the status of an order. There are many, but a few are:

- All over/short parts for the day by shipment number (discrepancies only).
- All parts scanned, listed by user or by date.
- All parts scanned but not posted and why. Such as part number changes, multi-packs, and part numbers that are not on an open order.
- Invoice reconciliation cross checks each part number for discrepancies in price and in quantity.

Chapter 1: Using the Scanner – [Monarch](#) / [Unitech](#)



Using the Monarch Scanner

The battery should be fully charged and the labels should be checked for any damage. Labels should not have any tears, should not be peeling off of the backing on their own, and there should be no discoloration.

Power up the Scanner

Step 1. On the top right side of the keypad push the **On/Off** button.



Step 2. When prompted, touch the screen to connect.



Step 3. The **Main Menu** will display.



Step 4. Using the scanner keypad, select an option from the Main Menu by typing the menu number followed by the **Enter** key.

Scanner Screen Icons and Buttons

Icons

On the right side of the screen are three icons:



The first icon is the Battery Meter.



- This displays how much battery life is left for the scanner before it requires recharging.
- If the battery is too low it displays red. Recharging is necessary.

The middle icon is the Volume icon.








- If the volume is turned off, the icon is displayed with a red X.

The bottom icon is the Wireless Signal Strength indicator.



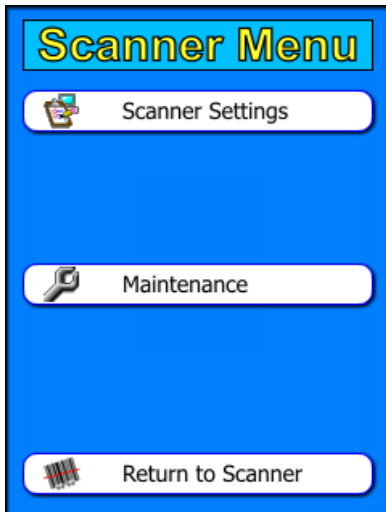
- Depending on the signal strength, the icon displays up to four bars for full strength.
- If no signal is detected, the icon is displayed with a red X.

Buttons

- The **Control** button  can be used to enter shortcuts.
- The **Shift** button  displays special characters for input:
 - Press once to display special characters.
 - Press a second time to go back to alpha characters.
- The **Hot Key** button  displays additional shortcuts.
- The **Escape** button  returns the scanner to the previous menu screen.
- The **More** button  displays additional scanner menus:

Scanner Menu

The **Scanner Menu** provides access to scanner settings and maintenance tools.



Scanner Settings

Scanner Settings displays the IP Address for the ScanIt Parts Main PC.

Maintenance

Maintenance takes you to the Windows screen. Wireless profile or IP configurations are done through here.

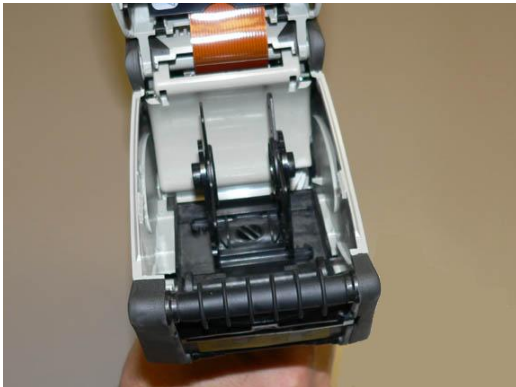
Return to Scanner

Return to Scanner exits the **Scanner Menu** and returns to the Main Menu.

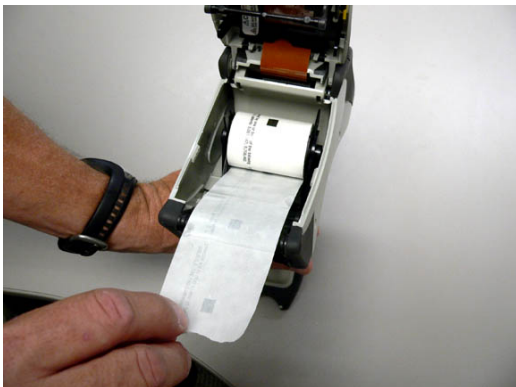
Loading the Scanner Labels

Note: Labels loaded incorrectly may cause printing problems, display issues, or drain batteries.

- Step 1. To open the supply cover on the scanner, push in the yellow latch buttons located on both sides and lift up.
- Step 2. Using the spring-loaded supply holders inside of the unit, separate the supply holders to give you enough space to fit the roll of labels securely inside.



- Step 3. The labels feed out of the bottom front of the unit.



- Step 4. Peel and discard the first four inches or so of labels from the backing paper.

Step 5. On the front of the scanner is a black plastic deflector that clips to the unit. Gently push down on the deflector (fig 1) and pull it down and away from the scanner (fig 2).

Figure 1

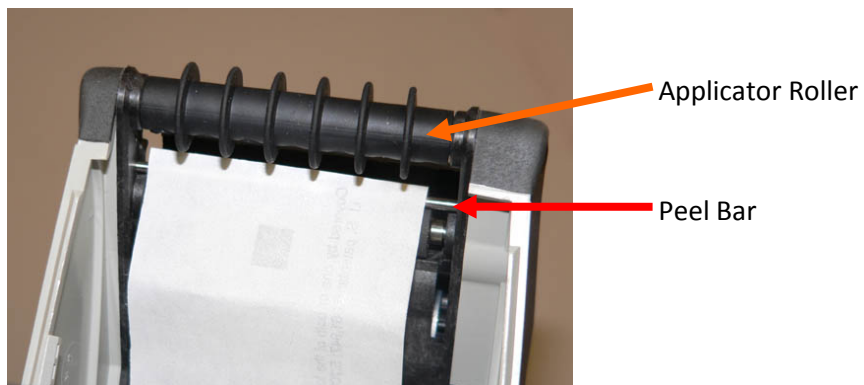


Figure 2

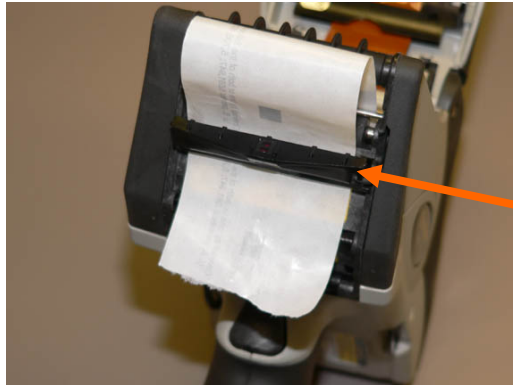


Step 6. Take the end of the labels and feed them under the applicator roller, over the peel bar and under the label deflector.

Important: Labels must be fed over the silver bar!

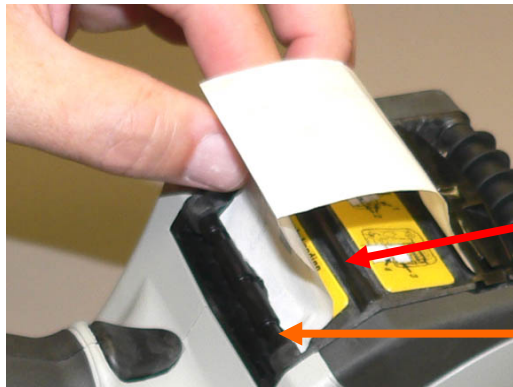


Step 7. Push the label deflector up until it snaps back into place, then close the supply cover.



Label Deflector

Step 8. Pull the label backing paper over the guide roller and down to the pinch and feed rollers.



Guide Roller

Pinch Roller &
Feed Roller

Step 9. Fold the bottom of the backing paper to create a straight edge and hold it between these bottom two rollers while printing a label.

- If there is any slack in the paper, pull it down toward the bottom of the handle until the slack is gone.
- The labels will print and dispense over the label deflector while the backing is fed under the label deflector.



Note: If the labels dispense, but do not print or only partially print, check that the supply cover is latched all the way down.

Changing the Battery in your Scanner

- Step 1. Press the button on the battery compartment door (at the bottom of the scanner's handle) and slide it open (the door stays attached).



- Step 2. Insert a new battery into the compartment.

- Step 3. Slide the compartment door shut. You have to press the battery in slightly so the door fits over it. When the door shuts, you should hear it click into place.

Note: Wait 15 seconds after removing the charged battery before inserting the dead battery in the charger.

- Step 4. To recharge the battery, insert the battery into the charger with the ribbed end sticking out. Push the battery in all the way.



Note: Charging time is approximately three hours.



Using the Unitech Scanner

Power up the Scanner

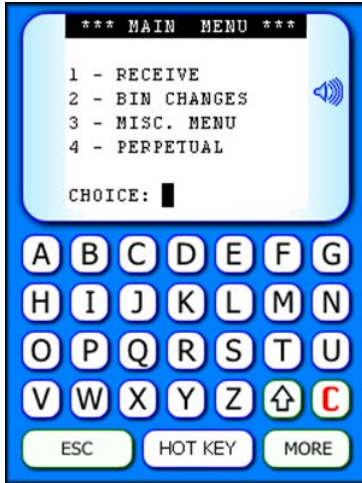
Step 1. On the lower left corner of the keypad push the red power button.



Step 2. When prompted, touch the screen to connect.



Step 3. The **Main Menu** will display.



Step 4. Using the scanner keypad, select an option from the Main Menu by typing the menu number followed by the **Enter** key.

Scanner Screen Icons and Buttons






Icons

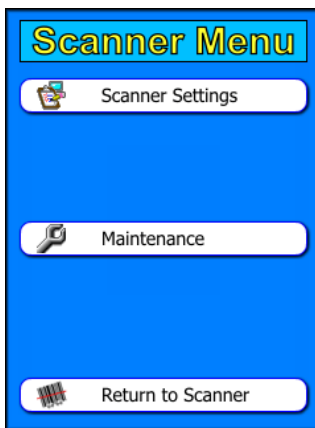
On the right side of the screen is the Volume icon.



- If the volume is turned off, the icon is displayed with a red X.

Buttons

- The **Control** button  can be used to enter control characters.
- The **Shift** button  displays special characters for input
 - Press once to display special characters.
 - Press a second time to go back to alpha characters.
- The **Hot Key** button  displays additional hot key functions.
- The **Escape** button  returns the scanner to the previous menu screen.
- The **More** button  displays additional scanner menus:



Scanner Settings

Scanner Settings displays the IP Address for the ScanIt Parts Server.

Maintenance

Maintenance is used to troubleshoot scanner issues.

Return to Scanner

Return to Scanner exits the **Scanner Menu** and returns to the previous menu.

Charging your Scanner

Step 1. Power the scanner off.

Step 2. Set the base of the scanner unit into the charging cradle.



Step 3. The light on the top of the scanner will turn red when the scanner is charging.

Step 4. The light on the top of the scanner will turn green when the unit is fully charged. This will take approximately four hours.

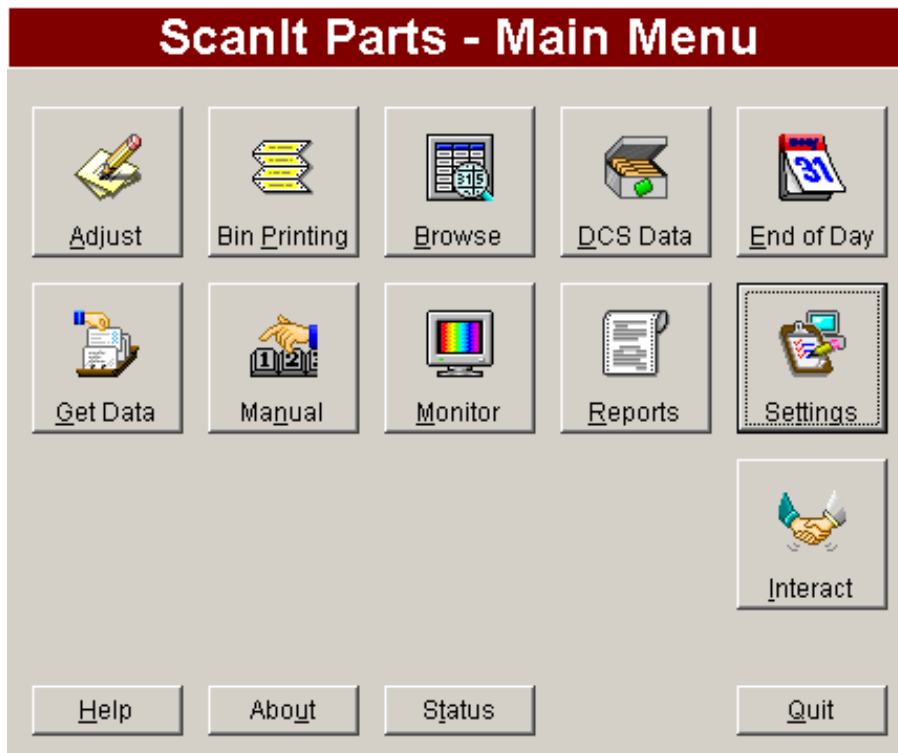
Chapter 2: Server Settings

Server Settings allow a user to enter and edit scanner information, IP addresses, user log ons, and many other administrative functions.

Store Settings

Enter your dealership information. The information stored here is used for report purposes.

Step 1. Select **Settings** from the Main Menu.



Step 2. The **Server Settings** screen displays the **Store** tab by default.

The screenshot shows a web application window titled "Server Settings" with a red header. Below the header is a tabbed interface with the following tabs: Store, Connections, Manufacturers, Labels, Equipment, Users, Lookup, Pull Times, and Advanced. The "Store" tab is selected. The main content area contains the following fields:

- Dealer Name: SCANITPARTS - XPTEST
- Reynolds Number: (empty)
- Address: (empty)
- City: FLINT
- State: MI (dropdown menu)
- Zip Code: (empty)
- Phone #: () - (empty)
- Fax #: () - (empty)
- E-Mail: (empty)

Below the E-Mail field, there is a note: "* If an error occurs, this e-mail address is notified." At the bottom right of the window is a "Close" button.

Step 3. Enter your dealership information:

- Dealer Name
- Address
- City
- State
- Zip Code
- Phone #
- Fax #
- E-Mail

Step 4. Select **Close** when completed.

Connection Settings

This screen allows you to edit your DSP settings for ScanIt Parts.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Connections** tab.

Server Settings

Store **Connections** Manufacturers Labels Equipment Users Lookup Pull Times Advanced

DSP Connection Settings

Host Address 192.112.245.162

Port # 23

Edit

Login Information

User Name \\<USERNAME>

Password *****

Edit

Smart Store

Smart Store is not turned on for this dealer and must be manually setup.

Close

Note: Login information will display what was entered upon initial setup.

EDIT: To edit your **DSP connection settings**.

Step 1. Select the **Edit** button.

Edit Connection

IP Address / Host 192.112.245.162

Port # 23

Update Close

Step 2. Enter the IP address / Host address of your DSP

Step 3. Port # defaults to the standard 23.

- **Update** - saves all changes
- **Close** - does not save any changes and the previous screen will appear

Manufacturers

Note: Manufacturer settings displays the manufacturer parts you carry and are on order.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Manufacturers** tab.

Step 3. Checking and unchecking:

- Checking the manufacturer boxes adds parts the store carries.
- Unchecking the manufacturer boxes removes parts the store carries.

Server Settings								
Store	Connections	Manufacturers	Labels	Equipment	Users	Lookup	Pull Times	Advanced
Check all of the part makes that this store carries.								
<input type="checkbox"/> Acura	<input type="checkbox"/> Hyundai	<input type="checkbox"/> Mitsubishi						
<input type="checkbox"/> Audi	<input checked="" type="checkbox"/> Infiniti	<input checked="" type="checkbox"/> Nissan						
<input type="checkbox"/> BMW	<input type="checkbox"/> Isuzu	<input checked="" type="checkbox"/> Pontiac						
<input checked="" type="checkbox"/> Buick	<input type="checkbox"/> Jaguar	<input type="checkbox"/> Porsche						
<input checked="" type="checkbox"/> Cadillac	<input checked="" type="checkbox"/> Jeep	<input type="checkbox"/> Rolls Royce						
<input checked="" type="checkbox"/> Chevrolet	<input type="checkbox"/> Kia	<input type="checkbox"/> Saab						
<input checked="" type="checkbox"/> Chrysler	<input type="checkbox"/> Land Rover	<input type="checkbox"/> Saturn						
<input checked="" type="checkbox"/> Daewoo	<input type="checkbox"/> Lexus	<input checked="" type="checkbox"/> Scion						
<input checked="" type="checkbox"/> Dodge	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Subaru						
<input type="checkbox"/> Ferrari	<input type="checkbox"/> Lotus	<input type="checkbox"/> Suzuki						
<input type="checkbox"/> Ford	<input type="checkbox"/> MINI	<input checked="" type="checkbox"/> Toyota						
<input checked="" type="checkbox"/> GMC	<input type="checkbox"/> Mazda	<input type="checkbox"/> Volkswagen						
<input checked="" type="checkbox"/> Honda	<input type="checkbox"/> Mercedes-Benz	<input type="checkbox"/> Volvo						
<input checked="" type="checkbox"/> Hummer	<input type="checkbox"/> Mercury							

Close

Step 4. **Close** - saves any changes you have made

Labels

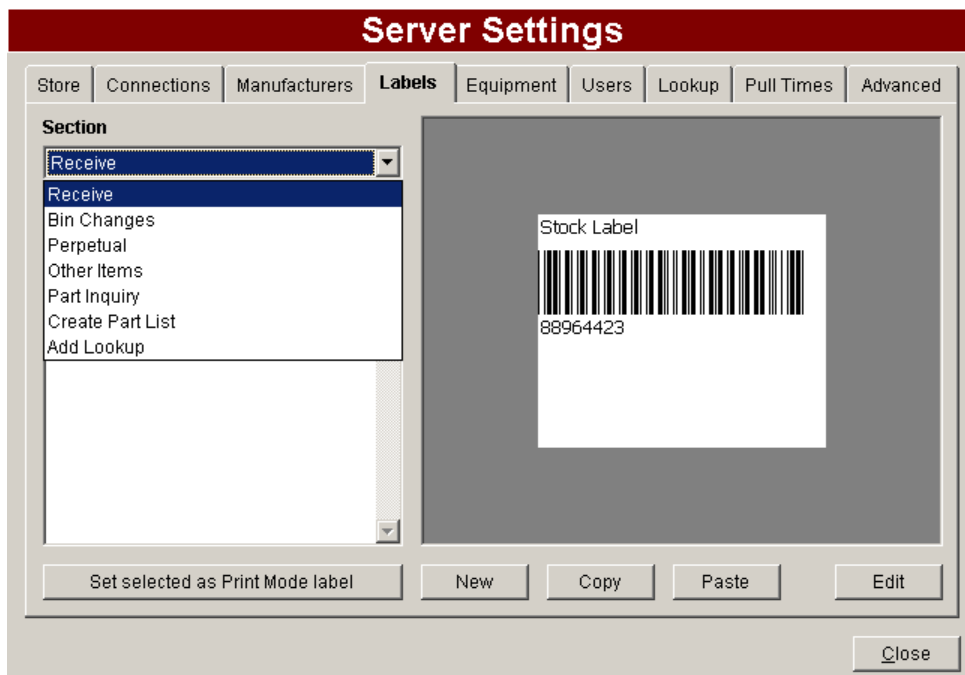
This screen allows you to modify the scanner labels.

Step 1. Select **Settings** from the Main Menu.

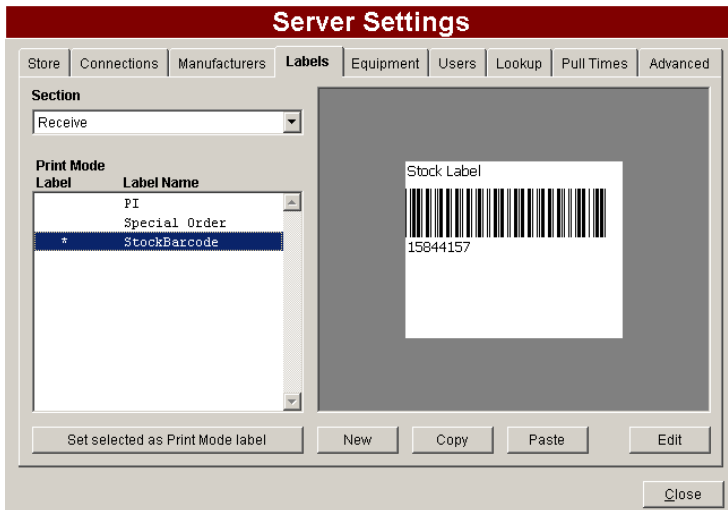
Step 2. Select the **Labels** tab.

Step 3. From the **Section** drop-down, select which label, when printed from the scanner, you would like to change or modify:

- Receive
- Bin Changes
- Perpetual
- Other Items
- Part Inquiry
- Create Part List
- Add Lookup



Step 4. Select **Print Mode Label/Label Name** and choose from the following options:



- **Set selected as Print Mode label** - label will print when scanner print mode is set to **ON**
- **New** - creates a new blank label
- **Copy** - copies the selected label
- **Paste** - creates a new label based on the last copied label
- **Edit** - opens the selected label to change or modify



- adds a drop-down menu. Select data such as: part #, control #, etc.
- adds a text box to type any comments or notes.
- adds a barcode when printed from the scanner.
- inserts an image from file, ie: company logo.
- moves between a horizontal and a vertical label.
- deletes any highlighted data.
- You can change/modify the font, size, style and justification.

Note: 6037 scanners can only print left justified labels.

- **Save** - saves your changes
- **Cancel** - resets back to the original label

To adjust the size of the box: select an item, then click on the double-headed arrow and drag.

Equipment Settings

This screen allows you to add, edit or remove scanner information.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Equipment** tab.

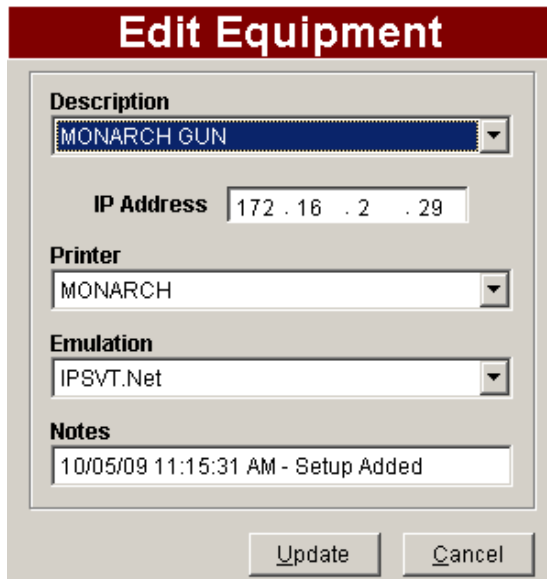
IP Address ▲	Printer	Description	Notes ▲
10.1.1.2	MONARCH	MONARCH GUN	01/03/11 01:25:38 F

New Edit Remove

Close

- **New** - adds new equipment
- **Remove** - deletes scanners from the list

To Add or Edit Scanner



Edit Equipment

Description
MONARCH GUN

IP Address 172 . 16 . 2 . 29

Printer
MONARCH

Emulation
IPSVT.Net

Notes
10/05/09 11:15:31 AM - Setup Added

Update Cancel

Step 1. **Description** - drop-down - 6037 and 6039 scanners are the "MONARCH GUN"

Step 2. **IP Address** - IP address assigned

Step 3. **Printer**

- **Default:** MONARCH - built-in printer on scanner
- NO PRINTER - will not print
- A printer installed to the ScanIt Parts PC.

Step 4. **Emulation**

- **IPSVT.Net** - 6039 or touch screen scanners
- **IPSVT** - 6037 or all other scanners

Step 5. **Notes** – any information may be added, such as date of setup, serial number of scanner, etc.

Step 6. **Update** - saves changes

Cancel - does not save any changes and the previous screen will reopen

User Settings

This screen allows you to add, edit and remove users.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Users** tab.

The screenshot shows a software window titled "Server Settings" with a red header bar. Below the header is a tabbed interface with the following tabs: Store, Connections, Manufacturers, Labels, Equipment, **Users** (selected), Lookup, Pull Times, and Advanced. The "Users" tab contains a table with three columns: "Number", "Name", and "User Id". The first row of the table is highlighted in blue and contains the values "1", "JOHN DOE", and "JD". Below the table are three buttons: "New", "Edit", and "Remove". At the bottom right of the window is a "Close" button.

Number	Name	User Id
1	JOHN DOE	JD

New Edit Remove

Close

- **New** - adds a new user
- **Remove** - deletes a user

To Add or Modify a User

Edit User

User Information

Name: JOHN DOE

User Id: JD

Password: PASSWORD

☐ This user can use scanner guns

Program Access

☒ Select All

☒ Adjust ☒ Bin Printing ☒ Browse ☒ DCS Data ☒ End of Day

☒ Get Data ☒ Manual ☒ Monitor ☒ Reports ☒ Settings

Store Access

Store Name	Access
SCANITPARTS - XPTST	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

User #: 1

Add Close

Enter the following User Information:

- Step 1. **Name** - employee's name
- Step 2. **User ID** - can use random numbers, letters or the employee IDs number
- Step 3. **Password** - assigned individually to each user
- Step 4. **This user can use scanner guns** - user must log in on the scanner.
- Step 5. **Program Access** - allows the user to have access to one or all of the programs listed.
 - **Select All** - user's account will have access to **all** of the programs.
- Step 6. Selecting **Store Name** and checking the **Access** box - user's account will have access only to the store selected.
- Step 7. **Add** - saves changes
Close - does not save any changes and the previous screen will reopen

Lookup Settings

This feature is used to cross reference a particular UPC barcode to what is stored as a part number in your inventory.

Example: If you store a part number in your DSP as ANTI-FREEZE, it will have a UPC barcode on it such as 1234567890. Set up your lookup table to say anytime you scan 1234567890 it really means ANTI-FREEZE. This allows any user to pick up the scanner, scan the UPC barcode and ScanIt Parts will convert it to the stored part number.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Lookup** tab.

Make	UPC #	Part #
MC	000000000000000000000000SP-103	A
FO	000000000000000000000000BRS103	T
MC	000000000000000000000000SP-103	B
FO	000000000000000000000000BRS-103	L
FO	000000000000000000000000XS4Z54247C34AA	N
MC	000000000000000000000000C3Z-25600A58-C	Z
FO	000000000000000000000000XS4Z-54247C34-AA	R

- **New** - adds a new part number or UPC
- **Edit** - makes changes to the selected UPC #
- **Remove** - deletes the selected UPC entry

Enter or change the following information:

- **Make**
- **UPC #**
- **Part #**
- **Update** - saves changes
- **Close** - does not save any changes and the previous screen will reopen

Pull Times

This screen allows you to change scheduled pull times and adjust how long old records and reconciled invoices are saved.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Pull Times** tab.

The screenshot shows the 'Server Settings' window with the 'Pull Times' tab selected. The window has a red header bar with the title 'Server Settings'. Below the header is a tab bar with the following tabs: Store, Connections, Manufacturers, Labels, Equipment, Users, Lookup, Pull Times (selected), and Advanced. The main content area is divided into two sections: 'Schedule' and 'Cleanup'. The 'Schedule' section contains four time input fields: 'Wake Up at:' (3 AM), 'Pull Open Orders at:' (4 AM), 'Sleep at:' (10 PM), and 'Pull Lookup at:' (12 PM). There is an 'Edit' button below these fields. The 'Cleanup' section contains two dropdown menus: 'Keep old records for' (13 Months) and 'Delete reconciled invoices after' (14 Months). A 'Close' button is located at the bottom right of the window.

Note: All options are defaulted during installation; prior to making any changes, make a note of the original settings.

Schedule

- **Wake Up** - schedule 1 hour prior to the Pull Open Orders time scheduled
- **Sleep** - nothing happens
- **Pull Open Orders** - begins pulling open orders
- **Pull Lookup** - pulls ACDelco and/or Motorcraft information

Note: Wake Up and Pull Open Orders should be scheduled 1 hour apart and not at the same time.

Cleanup

- Keeps old records
- Deletes reconciled invoices

Advanced Settings

Advanced Settings allows you to change settings for Open Orders, User Access, Interact, and Scanning.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Advanced** tab.

The screenshot shows the 'Server Settings' dialog box with the 'Advanced' tab selected. The dialog has a title bar 'Server Settings' and a tab bar with the following tabs: Store, Connections, Manufacturers, Labels, Equipment, Users, Lookup, Pull Times, and Advanced. The 'Advanced' tab is active and contains several sections:

- Interact**:
 - ☒ Automatically Pull Inventory
 - ☒ Post Bin Changes
 - ☒ Post Order Statuses
 - ☒ Post Open Orders
 - ☐ Post Other Items
 - Primary PDC:
- User Access**:
 - ☐ Scanner Gun Login
 - ☐ Application Login
- Updates**:
 - ☒ Check For Updates
 -
- Grid Layout**:
 -
- DSP**:
 -
- Scanning**:
 - ☒ Display "Wrong Bin" Error Message
 - ☐ Perpetual Single Mode
 - ☒ Automatically Print Special Order Label
 - ☐ Post Receive Qty Greater Than Order Qty
 - ☒ Remain In Hotkey Menu After Selection
- Honda Short Code**:
 -

A 'Close' button is located at the bottom right of the dialog.

Note: All options are set during installation; prior to making any changes, make a note of the original settings.

Interact

- **Automatically Pull Inventory** - pulls all your inventory
- **Post Bin Changes** - posts bin changes real-time
- **Post Order Statuses** - posts Answerback Data (if available from manufacturer)
- **Post Open Orders** - posts parts real-time
- **Post Other Items** - posts other items real-time
- **Primary PDC** - your primary distribution center number

Grid Layout

- **Reset All Grids** - resets all grids within the **Browse Data** table back to default settings

User Access

- **Scanner Gun Login** - requires users to login on scanner
- **Application Login** - requires users to login on PC

Scanning

- **Display “Wrong Bin” Error Message** - the scanner displays a message when the part scanned in perpetual inventory mode is in the wrong bin location
- **Perpetual Single Mode** - scans only a quantity of 1
- **Automatically Print Special Order Label** - special order labels always print when scanned
- **Post Receive Qty Greater Than Order Qty** - allows scanning and posting of quantities greater than those ordered
- **Remain in Hotkey Menu after Selection** - keeps HotKey Menu on 6039 scanners open after the final selection is pressed

Updates

- **Check for Updates** – this feature will notify you when there is an update available. The ScanIt Parts software can then be upgraded to the most current version.

Step 1. Select **Server Settings**.

Step 2. Select the **Advanced** tab.

Step 3. Go to the **Updates** section.

Step 4. Select **Check Now**.

Step 5. Close the **Settings** screen.

Step 6. Re-open the ScanIt Parts Main Menu - if a newer version is available, a screen will appear prompting you to download a current version. If no screen appears, you have the latest version available.

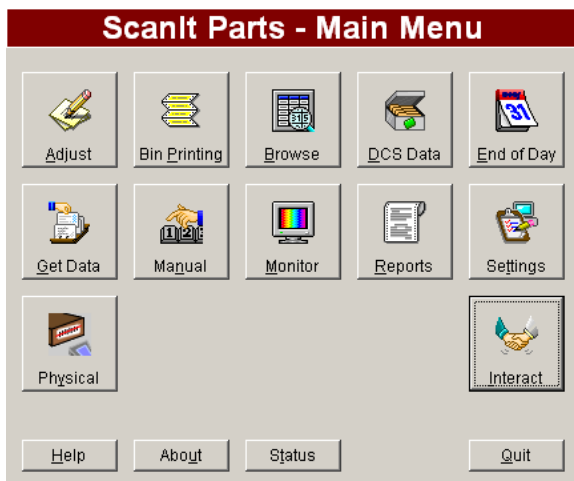
Chapter 3: ScanIt Parts

Open the Interact Program

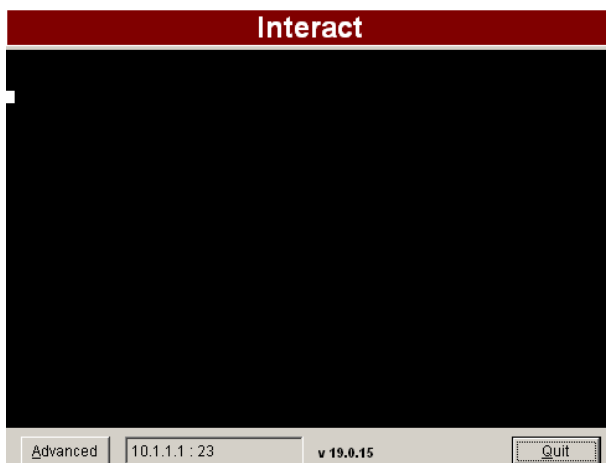
The Interact program must be running on the ScanIt Parts PC in order for ScanIt Parts to operate properly and keep your DMS up-to-date.

- Interact automatically posts every scanned part into your DMS.
- The ScanIt Parts software will import and export the following data from your DMS:
 - All orders (Purchase Orders, Stock Orders, and Daily Orders)
 - Inventory

Step 1. To open the Interact program on the ScanIt Parts PC, double-click the ScanIt Parts icon on your desktop. The **Main Menu** displays.



Step 2. Select the **Interact** icon and the dialog box shown below will be displayed.



- Step 3. ScanIt Parts is now ready to begin receiving scanned parts. If the ScanIt Parts PC is shut down or restarted for any reason, repeat this process to launch the Interact program again.
- Step 4. Shipment status for GM and Honda dealers should be retrieved from the manufacturer on a daily basis.
- Step 5. Interact should **NOT** be turned off at night. The ScanIt Parts program will pull open orders and inventory on a nightly basis.

As parts are scanned they are automatically entered into your DMS. Interact's status is shown below:

- **ON:** If the Interact feature is turned on in the middle of scanning or when you have finished scanning the parts, the program will attempt to post all previously scanned parts.
- **OFF:** If the Interact feature is turned off while trying to scan parts, nothing will post against your inventory.

All interactions between ScanIt Parts and your DMS go through Interact. Some of the features of Interact are:

- Reading inventory
- Posting of scanned parts
- Retrieval of open orders

Interact also runs the following daily maintenance:

- Moves open orders, that have been received, to history
- Deletes history after 18 months

Advanced Options

By default, Interact pulls open orders and inventory automatically. You can perform the following functions manually by selecting **Advanced**:

Advanced Options

Store: SCANITPARTS - TEST

Pull Open Orders	Pulls all open orders for scanning. If your nightly pull did not fire, click this.
Pull DCS Data	Pulls all DCS data for invoice reconciliation. If your hourly did not fire, click this.
Invoice Reconcile	Runs the Invoice Reconciliation check, needed to print Invoice reports.
Pull Inventory	Pulls inventory for physical scanning and Internet information.
Pull Lookup	Pulls the latest ACDelco part number cross references.
Re-Post	Attempt to repost all the parts that failed posting within a specified date range.

Close

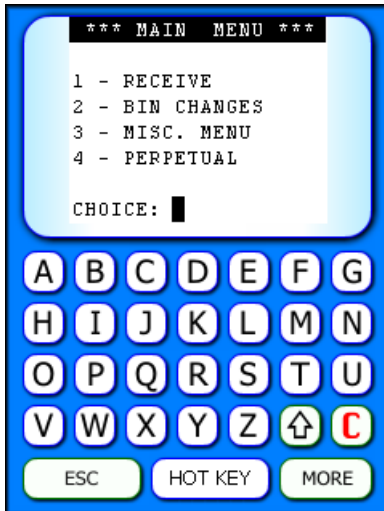
Button	Function
Pull Open Orders	Pulls all of your open orders from your DMS. If your nightly pull did not happen automatically, select this.
Invoice Reconcile	Select this option to run invoice reconciliation. This is required to print the invoice reports.
Pull Inventory	Pulls inventory information for physical scanning.
Pull Lookup	Pulls the latest ACDelco or Ford MotorCraft part numbers.
Re-Post	Attempts to repost all parts that failed to post within a specific date range. The Re-post button will default to the same day.

Parts Scanning Process

Receive Parts

This process is used to receive (receipt) parts into your inventory. Using your DMS, Interact imports parts scanned, or entered, into your inventory.

Step 1. At the Main Menu select **1 (Receive)**.



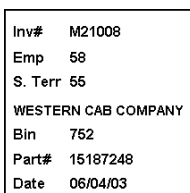
Step 2. At the **Part #** prompt, scan the part's barcode using the wireless handheld scanner.

Note: When typing part numbers manually into the scanner, dashes, spaces, # signs, and special characters are not used.

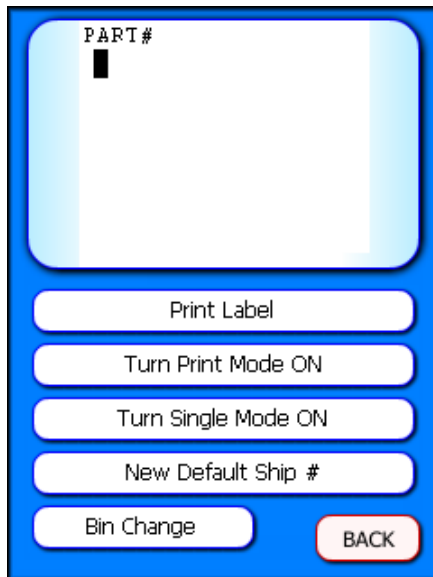
Step 3. If the scanner beam does not work after you scan a part number, look at the display, it is waiting for one of the following inputs:

- Control #
- Quantity
- Shipment #

Step 4. The scanner prints a label automatically if the part is a Special Order.



Hot Keys – Receiving Parts



Print Label

Step 1. Select the **Hot Key** button.

Step 2. Select the **Print Label** button and choose the label to print for the last part scanned.

Turn Print Mode ON

Note: Automatically prints labels during scanning

Step 1. Select the **Hot Key** button.

Step 2. Select the **Turn Print Mode ON** button to print labels during the scanning process.

Turn Single Mode ON

Note: Enter multiple quantities during scanning

Step 1. Select the **Hot Key** button.

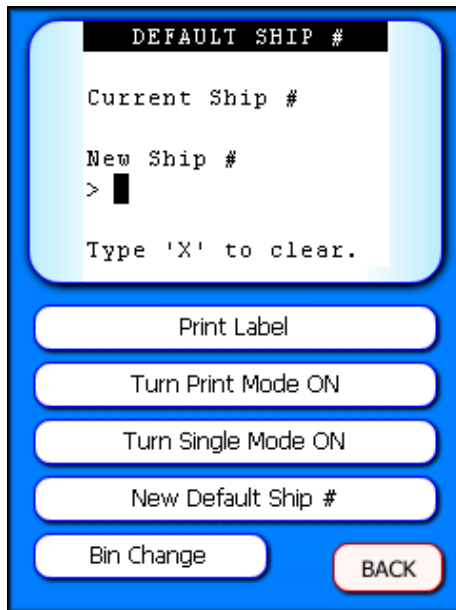
Step 2. Select the **Turn Single Mode OFF** button to stop the scanner from entering a quantity of one for each part.

Enter a Default Shipper Number

Step 1. Select the **Hot Key** button.

Step 2. Select the **New Default Ship #** button to enter a shipper number.

Note: Shipment # remains in the scanner until it is deleted or changed.



Step 3. Select a **New Ship #** and press **ENTER** to assign the shipper number you just entered to the next part number.

Note: **New Default Ship #** will **OVERWRITE** any shipment information automatically pulled from the manufacturer.

Step 4. To change a shipper number, repeat steps 2 and 3.

Change Bin Location

Step 1. Select the **Hot Key** button.

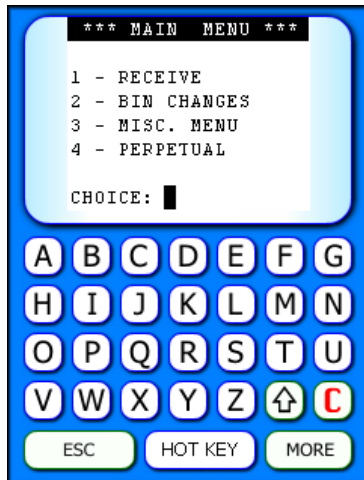
Step 2. Select the **Bin Change** button.

Step 3. Enter the new bin location and press **ENTER**.

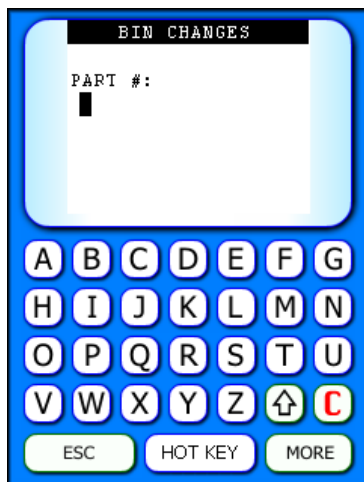
Bin Changes

The scanner can be used to make bin changes.

Step 1. From the Main Menu, select **2 (Bin Changes)**.



Step 2. At the **Part #** prompt screen, scan or enter the part number.



Note: When typing part numbers manually in the scanner, dashes, spaces, # signs, and special characters are not used.

Step 3. If typing in the number, always remember to press **ENTER** to accept your entry. The next screen prompts you to enter the new bin location.

Step 4. Enter the new bin location. A label prints automatically.

Note: If a label does not automatically print, select the Hot Key button, then **Turn Print Mode ON**.

Step 5. The scanner is now ready to assign a bin location to the next part number.

Hot Keys – Bin Changes

BIN CHANGES

PART #:
88944283
BIN: SPORD
GROUP: 16.181
NEW BIN: █

0

Print Label

Turn Print Mode ON

BACK

Print Label

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Print Label** button and choose a label to print for the last part scanned.

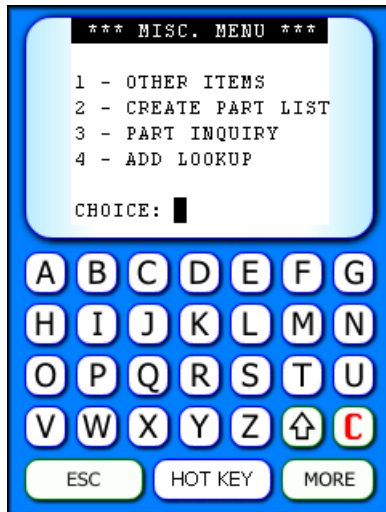
Turn Print Mode ON

Note: Automatically prints labels during scanning

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Turn Print Mode ON** button to print labels during the scanning process.

Miscellaneous Menu

The **Miscellaneous Menu** on the scanner has four features: Other Items, Create Part List, Part Inquiry, and Add Lookup.



Other Items

The **Other Items** option allows scanning of items into inventory that are not on order. This feature can be used to scan OEM or Aftermarket parts.

Step 1. From the Main Menu select **3 (Misc. Menu)**.

Step 2. From the Miscellaneous Menu select **1 (Other Items)**.

Step 3. At the **Batch #** prompt, enter the batch # associated with the parts you will be scanning, press **ENTER**.

Note: Reusing a batch # deletes the part numbers in the existing batch file. Maximum number of characters or digits for a batch # is 8.

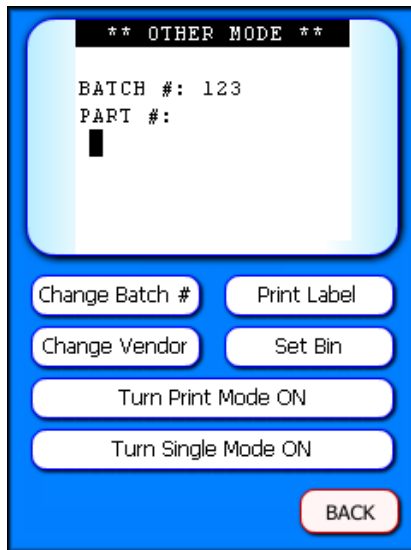
Step 4. Enter the **Vendor #**, press **ENTER**.

Step 5. Enter the **Order Type**, press **ENTER**.

Step 6. At the **Part #** prompt, scan or type the part number for the first Other Item.

Note: When typing part numbers manually in the scanner, dashes, spaces, # signs, and special characters are not used.

Hot Keys – Other Items



Change Batch #

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Change Batch #** button and enter the new batch #.

Change Vendor

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Change Vendor** button and enter the new vendor code.

Print Label

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Print Label** button and choose which label to print for the last part scanned.

Set Bin Location

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Set Bin** button and enter the new bin location.

Turn Print Mode ON

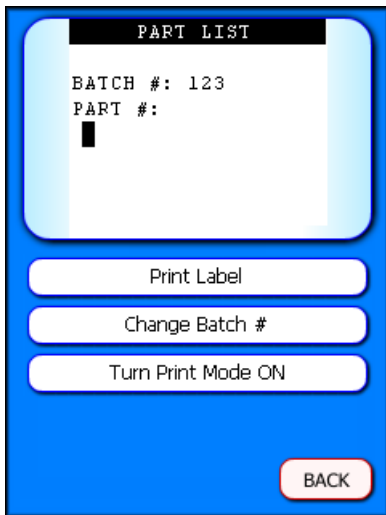
Note: Automatically prints labels during scanning

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Turn Print Mode ON** button to print labels during the scanning process.

Create Part List

Use this feature to scan parts and create a part list. A list can be produced using the **Print Part List Report**.

Step 1. From the Miscellaneous Menu select **2 (Create Part List)**.



Step 2. At the **Batch #** prompt, enter the batch # associated with your part list then press **ENTER** and then scan or manually enter your part numbers.

Note: Maximum number of characters or digits for a batch # is 8. The batch # can include either alpha and/or numeric characters.

Hot Keys – Create Part List

Print Label

Step 1. Select the **Hot Key** button.

Step 2. Select the **Print Label** button and choose which label to print for the last part scanned.

Change Batch

Step 1. Select the **Hot Key** button.

Step 2. Select the **Change Batch #** button, the scanner will prompt for a new batch #.

Turn Print Mode ON

Note: Automatically prints labels during scanning

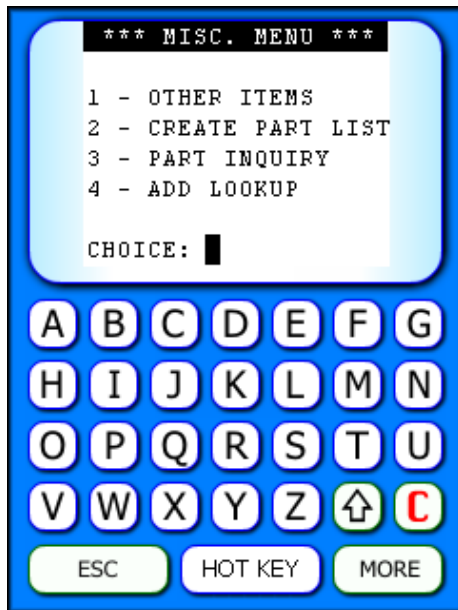
Step 1. Select the **Hot Key** button.

Step 2. Select the **Turn Print Mode ON** button to print labels during the scanning process.

Part Inquiry

This feature is used to retrieve part number information about any part number in your inventory by scanning the barcode or typing in the part #.

Step 1. From the Miscellaneous Menu select **3 (Part Inquiry)**.

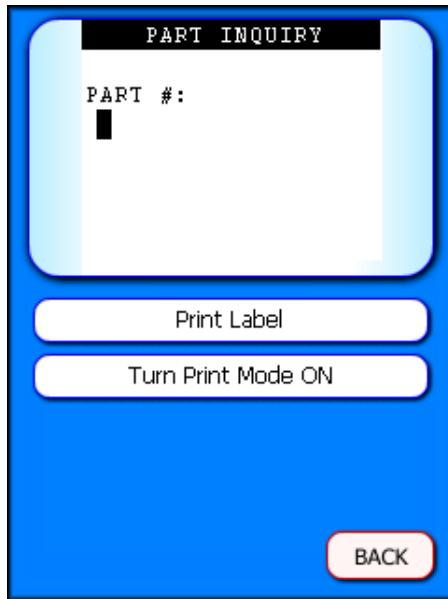


Step 2. Scan or enter the part number.

Step 3. The screen displays the part number information associated with the part number entered.

Note: When typing part numbers manually in the scanner, dashes, spaces, # signs, and special characters are not used.

Hot Keys – Part Inquiry



Print Label

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Print Label** button and choose which label to print for the last part scanned.

Turn Print Mode ON

Note: Automatically prints labels during scanning

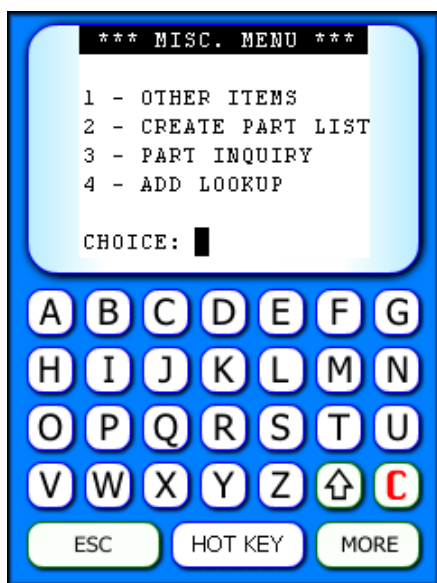
- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Turn Print Mode ON** button to print labels during the scanning process.

Add Lookup

Add Lookup is used to cross reference the UPC barcode with what the dealership stores as a part number.

Example: If you store the part number in your DMS as ANTI-FREEZE, it will have a UPC barcode on it such as 1234567890. Set up your lookup table to say anytime you scan 1234567890 it really means ANTI-FREEZE. This will allow any user to pick up the scanner; scan the UPC barcode and ScanIt Parts will convert it to what is stored as the part number.

Step 1. From the Miscellaneous Menu select **4 (Add Lookup)**.



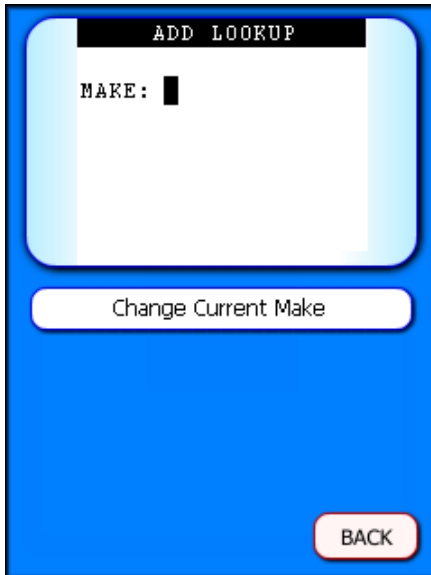
Step 2. Enter **Make Code**.

Step 3. Scan or type the **UPC** when prompted.

Note: When typing part numbers manually in the scanner, dashes, spaces, # signs, and special characters are not used.

Step 4. Enter the **Part #** exactly the same way it is listed in your inventory.

Hot Keys – Add Lookup



Change Current Make

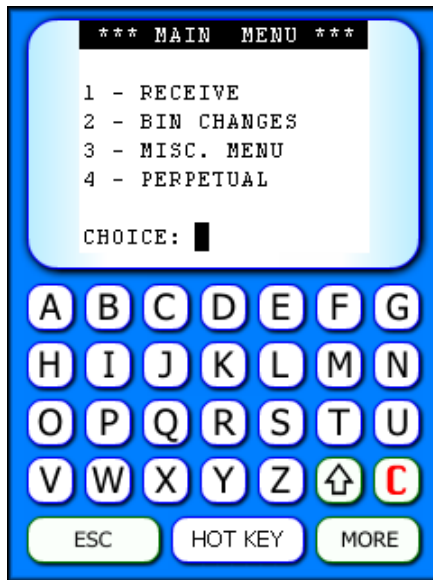
Step 1. Select the **Hot Key** button.

Step 2. Select the **Change Current Make** button and enter the new make code.

Perpetual Inventory

Perpetual Inventory allows you to maintain and count inventory by bin location.

Step 1. From the Main Menu select **4 (Perpetual Inventory)**.



Step 2. Enter a bin location.

Note: Bin selection can be exact or partial.

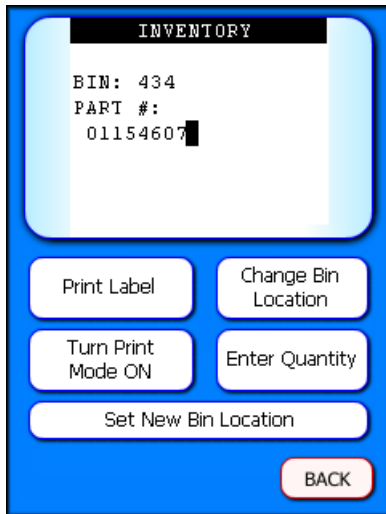
Example: T100-1 or T100. In the second selection any part that is in the T100 area will be noted as the correct bin. If you select T100-A then any part you scan that is not exactly in T100-A will be reported as the wrong bin.

Step 3. Begin scanning or entering part numbers.

- The default quantity is 1.
- If the part is in the wrong bin, the scanner will alert the operator with a message on the screen.

Note: When typing part numbers manually in the scanner, dashes, spaces, # signs, and special characters are not used.

Hot Keys – Perpetual Inventory



Print Label

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Print Label** button and choose which label to print.

Change Bin Location

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Change Bin Location** button and enter the next bin location.

Turn Print Mode ON

Note: Automatically prints labels during scanning

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Turn Print Mode ON** button to print labels during the scanning process.

Enter Quantity

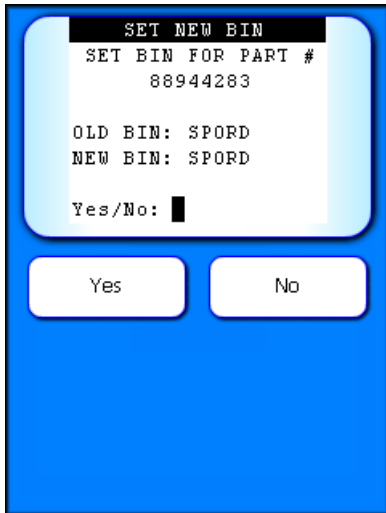
Note: The quantity entered **REPLACES** the total quantity scanned.

- Step 1. Select the **Hot Key** button.
- Step 2. Select the **Enter Quantity** button and enter the correct quantity.

Set New Bin Location

Step 1. Select the **Hot Key** button.

Step 2. Select **Set New Bin Location**.



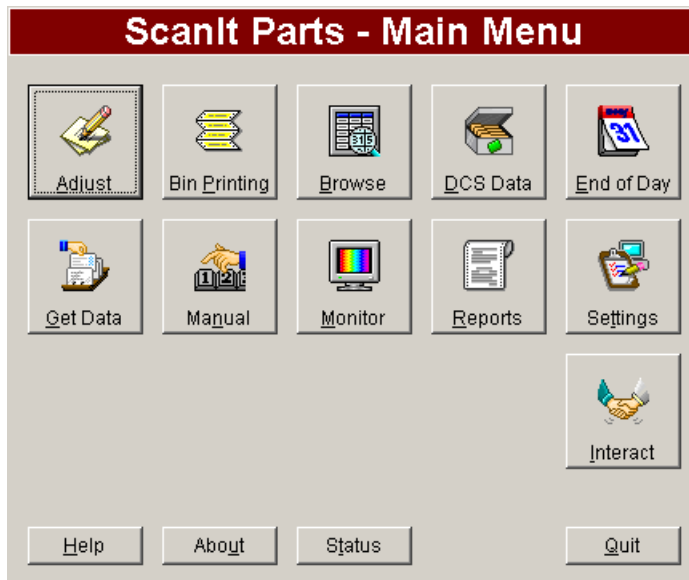
Step 3. The scanner will display your current bin location as the new bin location.

Step 4. Enter **Y** (Yes) to accept or **N** (No).

Note: See [Bin Changes](#) for more detailed information.

Chapter 4: PC Server Main Menu Features

The **Main Menu** provides navigation to all of the features within the ScanIt Parts System.

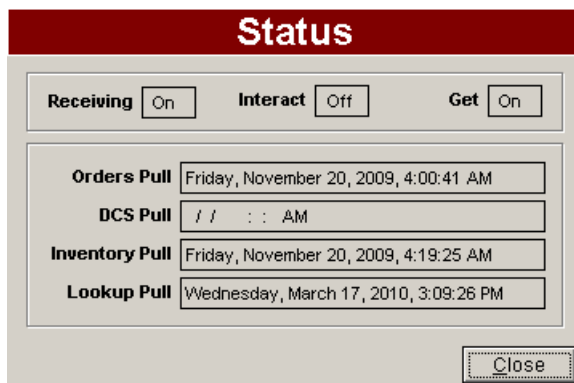


Status

The **Status** feature will tell you when the software has pulled Open Orders, Inventory, and Lookup.

Step 1. Select the **Status** button at the bottom of the Main Menu. This feature will display the following information:

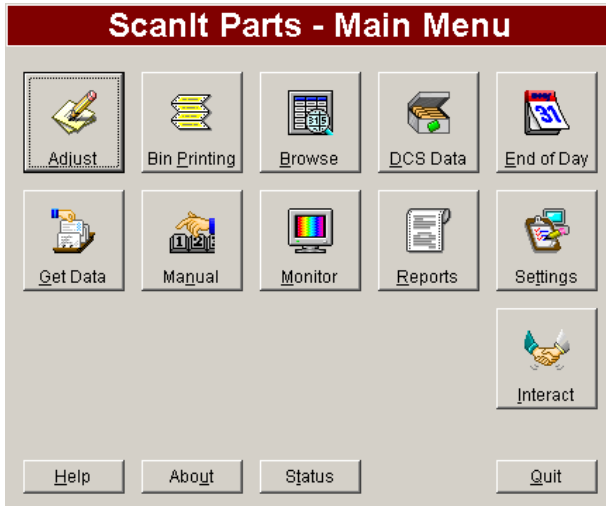
- The date and time Open Orders were pulled.
- The date and time Inventory was pulled.
- The date and time Lookup was pulled.
- Software status for Receiving, Interact and GetData.



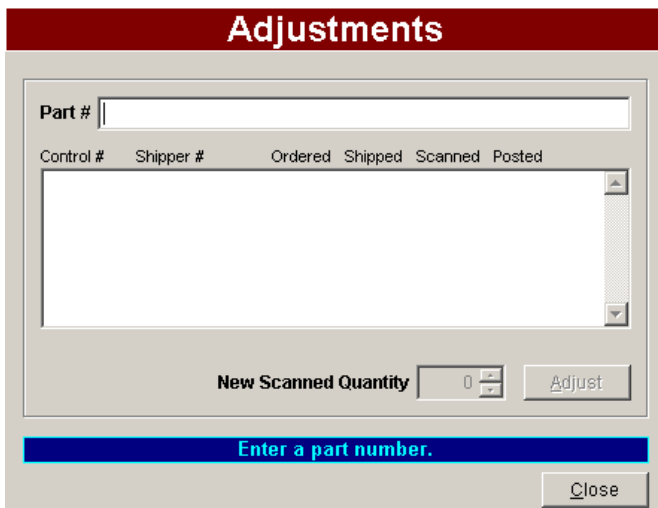
Adjustments

The **Adjust** feature allows the user to change the scanned quantity for a specific part number.

Step 1. Select **Adjust** from the Main Menu.



Step 2. Enter the **Part #**.



Note: If the part number is not found, the message “Part # XXXXXXXX was not found” is displayed.

Step 3. The program searches for the part number that was scanned and returns the results to the list box. Select the part number that needs to be adjusted and change the quantity.

Step 4. Select the **Adjust** button and the part number quantity automatically changes to the **New Scanned Quantity**.

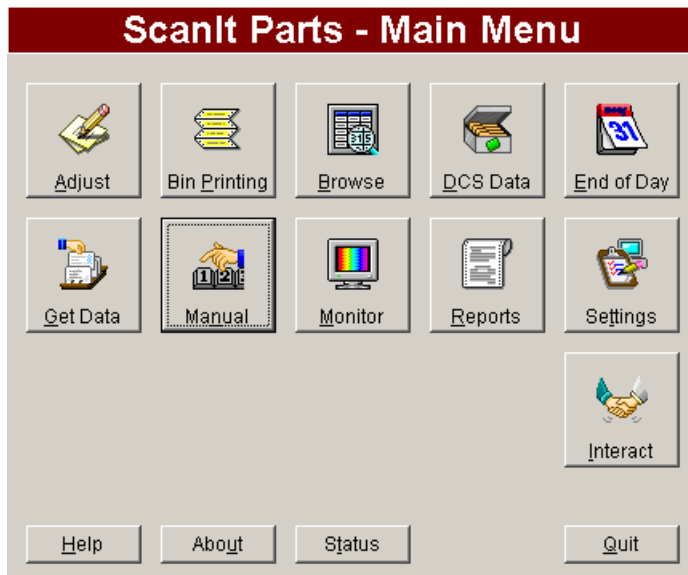
Note: This will automatically update the quantity in your DMS.

Manual Posting

The **Manual Posting** feature is used to post parts manually or fix scanning errors. This feature also allows for posting of parts directly into your DMS.

Open Orders

Step 1. Select **Manual** from the Main Menu.



Step 2. The **Manual Posting** screen displays the **Open Orders** tab by default.

Step 3. Enter the **Part #**.

A screenshot of the 'Manual Posting' window. The title bar is red with white text. Below the title bar are three tabs: 'Open Orders' (selected), 'Bin Changes', and 'Batch Bin Change'. The 'Open Orders' tab contains a form with the following fields: 'Part #' (text input), 'Control #' (dropdown), 'Shipper #' (dropdown), 'Make' (dropdown), and 'Quantity' (text input). Below these fields are 'Clear' and 'Post' buttons. At the bottom of the window is a blue bar with the text 'Enter a part number.' and a 'Close' button.

Note: If the part number is not found, the message "Part # XXXXXXXX was not found" is displayed.

- Step 4. The **Control #** field will fill automatically, or select the correct control # from the drop-down menu.
- Step 5. The **Shipping #** field will fill automatically, or select the correct shipper # from the drop-down menu.
- Step 6. The **Make** field will fill automatically.
- Step 7. Enter the quantity to post.
- Step 8. Select **Post** to post the part number.
- Step 9. Select **Clear** to delete all of the information entered.
- Step 10. Select **Close**.

Bin Changes

This screen allows you to manually post bin changes.

Step 1. Select **Manual** from the Main Menu.

Step 2. Select the **Bin Changes** tab.

Step 3. Enter the **Part #**.

The screenshot shows a software window titled "Manual Posting". It has three tabs: "Open Orders", "Bin Changes" (which is selected), and "Batch Bin Change". Inside the "Bin Changes" tab, there are four input fields: "Part #" (a text box), "Make" (a dropdown menu), "Old Bin" (a text box), and "New Bin" (a text box). Below these fields are two buttons: "Clear" and "Post". At the bottom of the window, there is a blue banner with the text "Enter a part number." and a "Close" button.

Note: If the part number is not found, the message "Part # XXXXXXXX was not found" is displayed.

Step 4. Enter the **Make** or **Old Bin** number.

Note: If the bin number entered is not found, the message "Bin not found" is displayed.

Step 5. Enter the **New Bin** number.

Note: If the bin number entered is not found, the message "Bin not found" is displayed.

Step 6. Select **Post** to post the bin change.

Step 7. Select **Clear** to delete all of the information entered.

Step 8. Select **Close**.

Batch Bin Changes

This screen allows you to post a batch of bin number changes.

- Step 1. Select **Manual** from the Main Menu.
- Step 2. Select the **Batch Bin Change** tab.
- Step 3. Enter the bin number you are changing in the **Old Bin** field.

The screenshot shows a software window titled "Manual Posting" with a red header. Below the header are three tabs: "Open Orders", "Bin Changes", and "Batch Bin Change". The "Batch Bin Change" tab is selected. Inside the tab area, there are two input fields: "Old Bin" and "New Bin". Below these fields are two buttons: "Clear" and "Post". At the bottom of the window, there is a blue status bar with the text "Enter the old bin." and a "Close" button.

Note: If the bin number entered is not found, the message "Bin not found" is displayed.

- Step 4. Enter the new bin number in the **New Bin** field.

Note: If the bin number entered is not found, the message "Bin not found" is displayed.

- Step 5. Select **Post** to post the bin change.
- Step 6. Select **Clear** to delete all of the information entered.
- Step 7. Select **Close**.

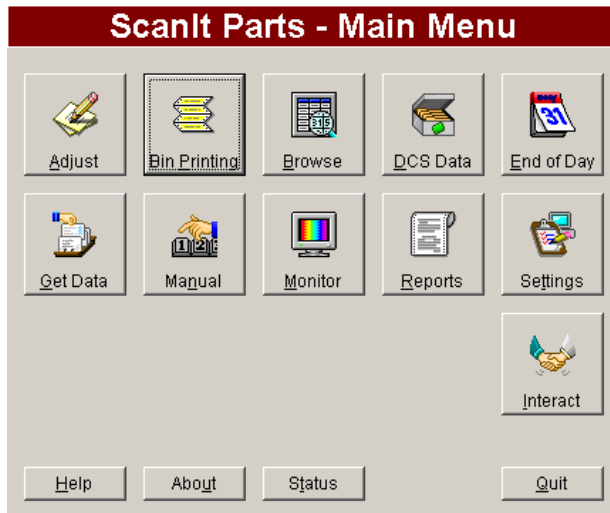
Chapter 5: Bin Printing

The **Bin Printing** menu allows you to print Shelf Tags, Bin Labels, or Create a Part List for shelf tags.

Printing Shelf Tags

You can select data for your shelf tags by part #, bin location, or group code.

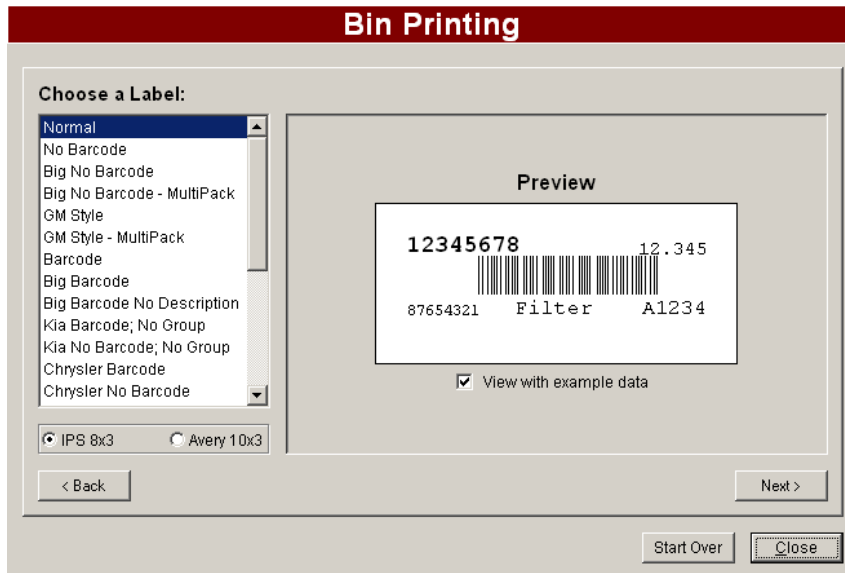
Step 1. Select **Bin Printing** from the Main Menu.



Step 2. Select **Print Shelf Tags**.



Step 3. Select **Next**.

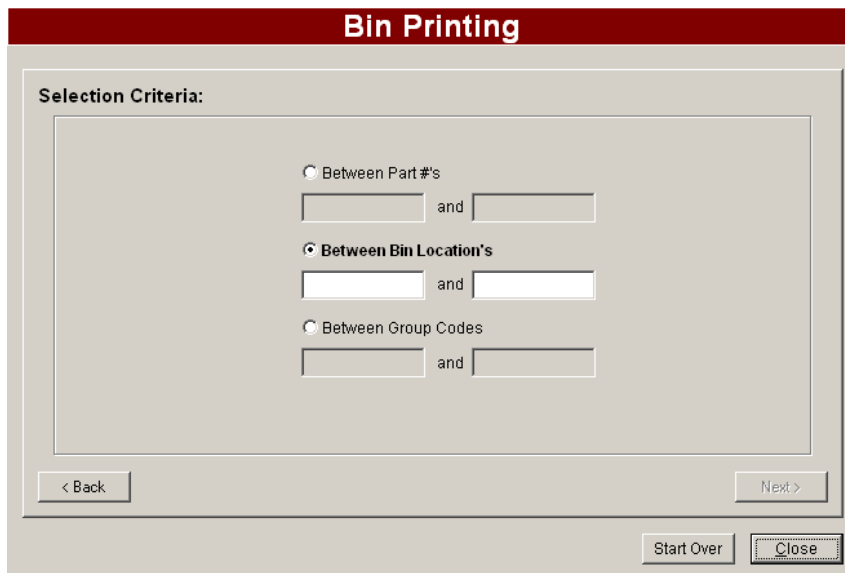


The screenshot shows the 'Bin Printing' application window. At the top is a red header bar with the text 'Bin Printing'. Below the header is a section titled 'Choose a Label:'. On the left, there is a list box containing various label styles: 'Normal' (selected), 'No Barcode', 'Big No Barcode', 'Big No Barcode - MultiPack', 'GM Style', 'GM Style - MultiPack', 'Barcode', 'Big Barcode', 'Big Barcode No Description', 'Kia Barcode; No Group', 'Kia No Barcode; No Group', 'Chrysler Barcode', and 'Chrysler No Barcode'. Below the list box are two radio buttons: 'IPS 8x3' (selected) and 'Avery 10x3'. To the right of the list box is a 'Preview' area showing a sample label with the following text: '12345678' at the top left, '12.345' at the top right, a barcode in the center, '87654321' at the bottom left, 'Filter' at the bottom center, and 'A1234' at the bottom right. Below the preview is a checkbox labeled 'View with example data' which is checked. At the bottom of the window are four buttons: '< Back', 'Next >', 'Start Over', and 'Close'.

Step 4. Select a label style.

Note: You can preview the label styles by selecting one. The label is displayed to the right and describes the information printed on that label style.

Step 5. Once you choose a style, select **Next**.



The screenshot shows the 'Bin Printing' application window at the 'Selection Criteria' screen. The header bar is red with the text 'Bin Printing'. Below the header is a section titled 'Selection Criteria:'. Inside this section are three radio buttons, each followed by a text input field and the word 'and' followed by another text input field. The first radio button is 'Between Part #'s'. The second radio button is 'Between Bin Location's' (selected). The third radio button is 'Between Group Codes'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Start Over', and 'Close'.

Step 6. In the **Selection Criteria** screen, you can choose to print between specific part numbers, bin locations or group codes.

Note: The values entered result in the list being restricted to those values, as well as all numbers in between.

Example: If you specify the value **Between Part #'s 15766462 and 22137122** the part number displayed will match those two values and any part numbers that fall in between.

Step 7. Select **Next**.

The screenshot shows a dialog box titled "Bin Printing" with a red header bar. Inside, the "Selection Options:" section contains three radio buttons: "Normal Selecting" (selected), "Changed Bin Locations", and "Changed Parts". Below these is a text box stating: "When 'Normal Selecting' is selected, all records between the selection criteria are selected." There is a checkbox labeled "Select parts with quantities greater than zero." which is currently unchecked. Below the checkbox is a "Sort By:" label followed by a drop-down menu showing "Bin, Group, Part #". At the bottom of the dialog are four buttons: "< Back", "Next >", "Start Over", and "Close".

Step 8. In the **Selections Options** screen, choose one of the following:

- **Normal Selecting** – All parts within the selection criteria.
- **Changed Bin Locations** – All parts that have had bin locations changed since your last inventory pull and are within the selection criteria.
- **Changed Parts** – All parts that have been changed since your last inventory pull and are within the selection criteria.

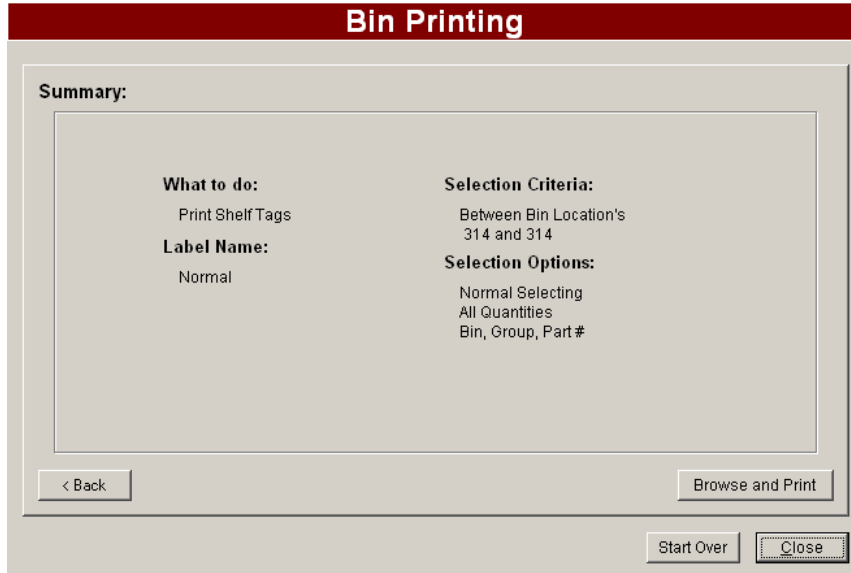
Step 9. If you only want to display part numbers that have a quantity on hand, select the checkbox for **Select parts with quantities greater than zero**.

Step 10. Choose which order to display the parts in using the **Sort By** drop-down field. The choices are:

- Bin Location
- Bin, Group, Part #
- Group Code
- Part #

Step 11. Select **Next**.

Step 12. The **Summary** screen displays all selected criteria.



Bin Printing

Summary:

What to do: Print Shelf Tags	Selection Criteria: Between Bin Location's 314 and 314
Label Name: Normal	Selection Options: Normal Selecting All Quantities Bin, Group, Part #

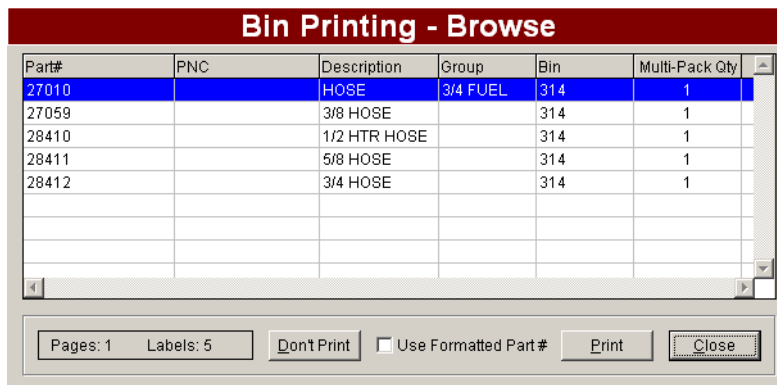
< Back Browse and Print

Start Over Close

Note: If you see any options that are not correct, or you would like to change, select the **Back** button until you reach that option, change it, then select the **Next** button until you return to the **Summary** screen.

Step 13. When all of the options are correct, select **Browse and Print**.

Step 14. The **Bin Printing – Browse** screen lists the parts that you have selected to print.



Bin Printing - Browse

Part#	PNC	Description	Group	Bin	Multi-Pack Qty
27010		HOSE	3/4 FUEL	314	1
27059		3/8 HOSE		314	1
28410		1/2 HTR HOSE		314	1
28411		5/8 HOSE		314	1
28412		3/4 HOSE		314	1

Pages: 1 Labels: 5 Don't Print ☐ Use Formatted Part # Print Close

Step 15. Confirm that your selections are correct.

Step 16. If no, select **Close** to return to the **Summary** screen.

Step 17. If you do not want to print a specific part, select the part and select the **Don't Print** button to remove the part from the list.

Step 18. When you are done reviewing and correcting the list, select the **Print** button. The **Print** dialog box will display.

Printing Bin Labels

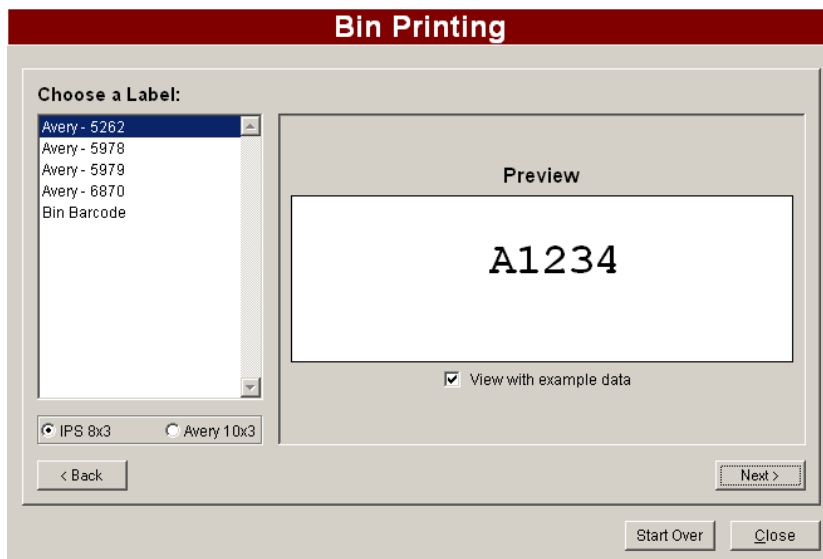
Select data for your bin labels by all bin changes or select bin locations.

Step 1. Select **Bin Printing** from the Main Menu.

Step 2. Select **Print Bin Labels**.



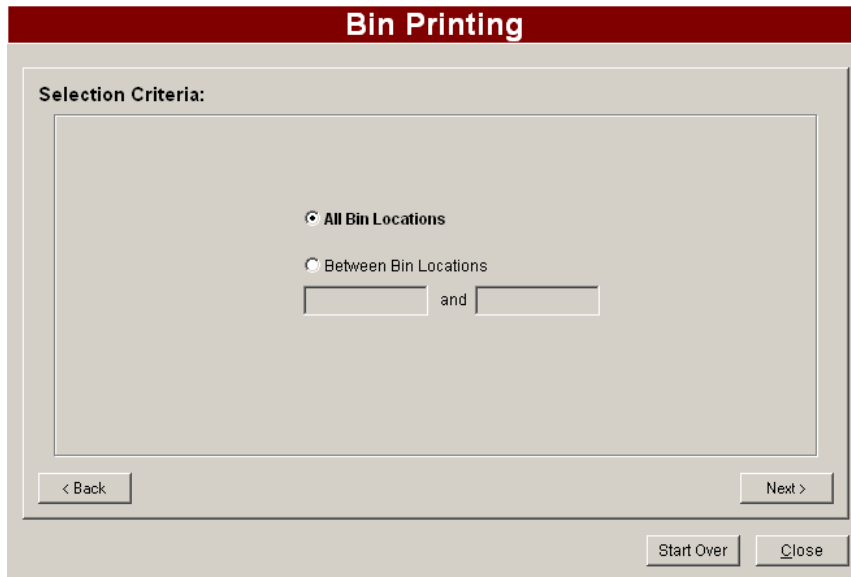
Step 3. Select **Next**.



Step 4. Select a label style.

Note: You can preview the label styles by selecting one. The label is displayed to the right and describes the information printed on that label style.

Step 5. Once you choose a style, select **Next**.



The screenshot shows a software window titled "Bin Printing" with a red header bar. Below the header is a section titled "Selection Criteria:". Inside this section, there are two radio button options: "All Bin Locations" (which is selected) and "Between Bin Locations". Below the "Between Bin Locations" option are two empty text input boxes separated by the word "and". At the bottom of the window, there are four buttons: "< Back" on the left, "Next >" on the right, "Start Over" at the bottom center-left, and "Close" at the bottom center-right.

Step 6. In the **Selection Criteria** screen, select **All Bin Locations** or **Between Bin Locations**.

Note: If you choose **All Bin Locations**, all bins will display. If you choose **Between Bin Locations** all bin locations between, and including, the given values will display.

Step 7. Select **Next**.

Step 8. The **Summary** screen displays all selected criteria.

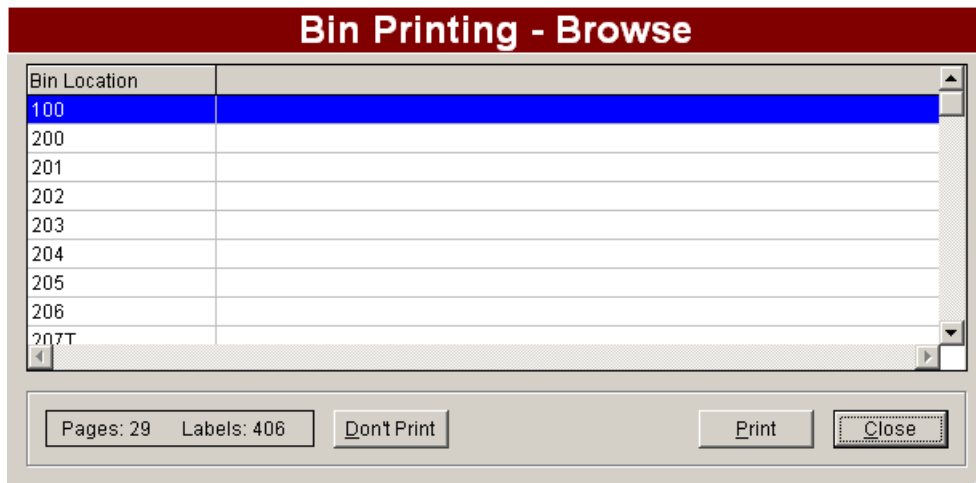


The screenshot shows a software window titled "Bin Printing" with a red header bar. Below the header is a section titled "Summary:". Inside this section, there is a large rectangular area containing a summary of the settings. On the left side of this area, it says "What to do:" followed by "Print Bin Labels", and "Label Name:" followed by "Avery - 5262". On the right side, it says "Selection Criteria:" followed by "All Bin Location's", and "Selection Options:" followed by "No extra options". At the bottom of the window, there are four buttons: "< Back" on the left, "Browse and Print" on the right (which is highlighted with a dashed border), "Start Over" at the bottom center-left, and "Close" at the bottom center-right.

Note: If you see any options that are not correct, or you would like to change, select the **Back** button until you reach that option, change it, then select the **Next** button until you return to the **Summary** screen.

Step 9. If all of the options are correct, select **Browse and Print**.

Step 10. The **Bin Printing – Browse** screen lists the bins that you have selected to print.



Step 11. Confirm that your selections are correct.

Step 12. If no, select **Close** to return to the **Summary** screen.

Step 13. If you do not want to print a specific bin, select the bin location and select the **Don't Print** button to remove the bin location from the list.

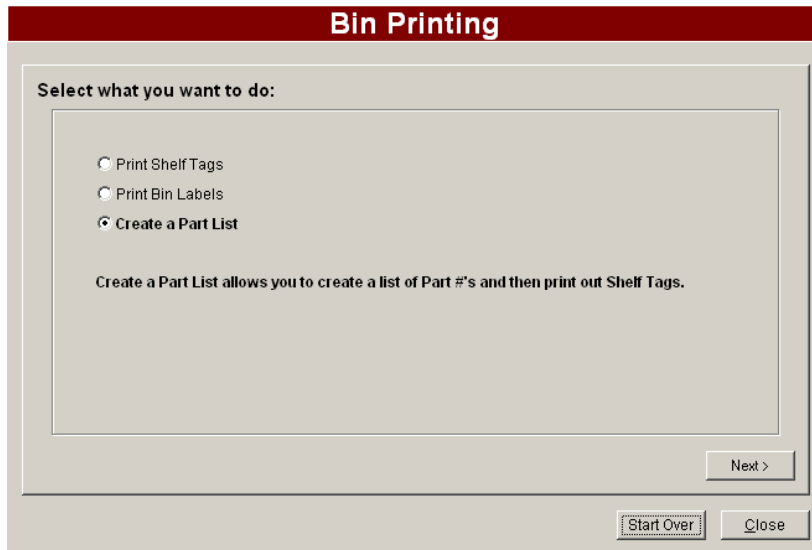
Step 14. When you are done reviewing and correcting the list, select the **Print** button. The **Print** dialog box will display.

Create a Part List

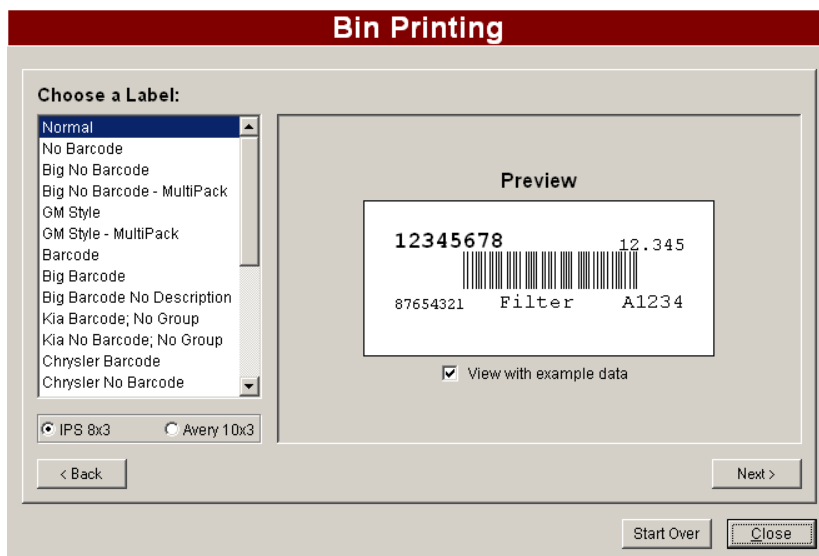
Create a list of part numbers to print on shelf tags.

Step 1. Select **Bin Printing** from the Main Menu.

Step 2. Select **Create a Part List**.



Step 3. Select **Next**.



Step 4. Select a label style.

Note: You can preview the label styles by selecting one. The label is displayed to the right and describes the information printed on that label style.

Step 5. Once you choose a style, select **Next**.

Note: By using this feature, the parts list is created manually.

Step 6. Enter a **Part #**.

The screenshot shows a software window titled "Bin Printing" with a "Create a Part List:" dialog box. At the top of the dialog is a text field labeled "Part #" containing the value "22790376". To its right are two buttons: "Add to List" and "Import by Batch #". Below these is a table with the following columns: "Part #", "Bin", "Group", and "Description". The first row of the table is highlighted in blue and contains the values "19152030", "311", "5.017", and "PAD KIT". To the right of the table is a vertical scrollbar. Below the table, the text "Count: 1" is displayed. To the right of the count are two buttons: "Remove Selected" and "Clear List". At the bottom left of the dialog is a "< Back" button, and at the bottom right is a "Next >" button. Below the dialog box, at the bottom of the main window, are two buttons: "Start Over" and "Close".

Part #	Bin	Group	Description
19152030	311	5.017	PAD KIT

Step 7. Add that part number by selecting the **Add to List** button.

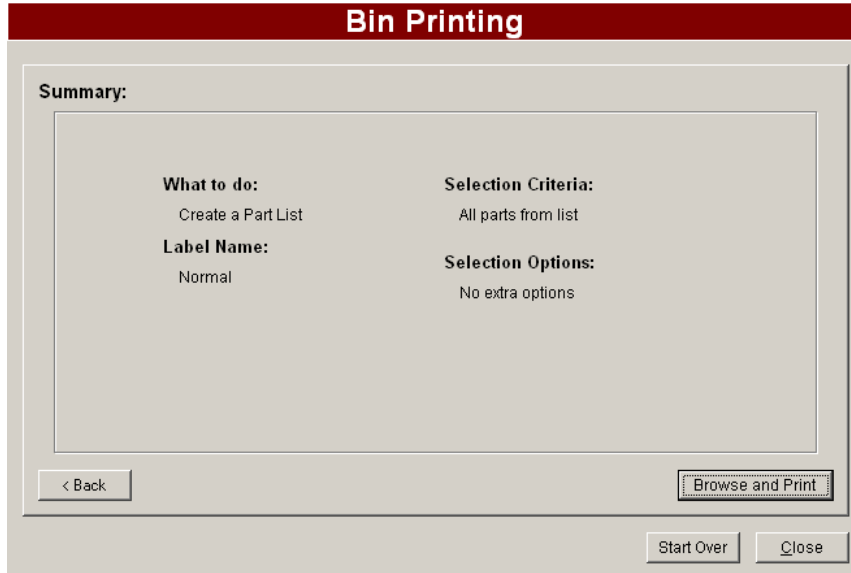
Step 8. Continue to add part numbers until all of your desired parts are in the list.

Note: A calculated total of part numbers is displayed. There is also an option to create a part list using **Import by Batch #**. This imports part numbers to the list based on a batch # created on the scanner.

Step 9. Select **Remove Selected** to delete a single part, or select **Clear List** to start the list over.

Step 10. When you have completed the list, select **Next**.

Step 11. The **Summary** screen displays your label choice.



Bin Printing

Summary:

What to do: Create a Part List	Selection Criteria: All parts from list
Label Name: Normal	Selection Options: No extra options

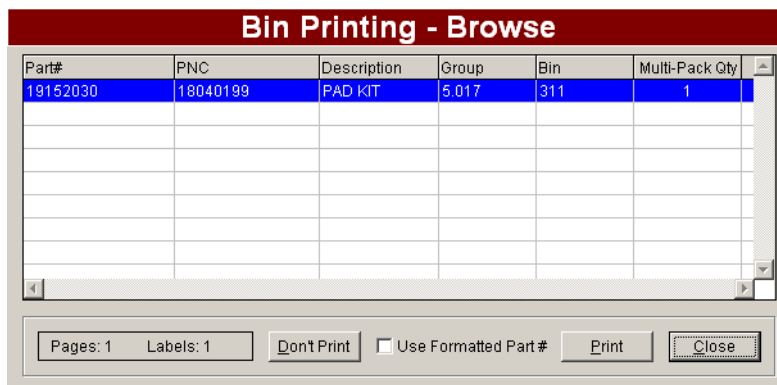
< Back Browse and Print

Start Over Close

Note: If you see any options that are not correct, or you would like to change, select the **Back** button until you reach that option, change it, then select the **Next** button until you return to the **Summary** screen.

Step 12. If all of the options are correct, select **Browse and Print**.

Step 13. The **Bin Printing – Browse** screen lists the parts that you have entered to print.



Bin Printing - Browse

Part#	PNC	Description	Group	Bin	Multi-Pack Qty
19152030	18040199	PAD KIT	5.017	311	1

Pages: 1 Labels: 1 Don't Print ☐ Use Formatted Part # Print Close

Step 14. Review the list to verify that your entries are correct.

Step 15. If no, select **Close** to return to the **Summary** screen.

Step 16. If you do not want to print a specific part, select the part and select the **Don't Print** button to remove the part number from the list.

Step 17. When you are done reviewing and correcting the list, select the **Print** button. The **Print** dialog box will display.

Chapter 6: Browse

The **Browse** feature allows you to view a status for your parts on order, shipment numbers and order or control numbers.

Note: Any change to the Browse screen will be saved upon exiting.

Browse Data									
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup	
Part #	Old Part #	Control #	Order #	SPAC Case #	Order Date	Order Type	Qty Ordered	Shipper #	Qty Shipped
24225800		D305	4230113		//		1	085-1524101	1
24225896		R294	8058376		//		1	039-2879939	1
24225959		2860	2216204		//		1	075-4831507	1
24226576		OC29	2325347		//		1	075-4933722	1
24226707		R245	3470333		//		1	085-1089195	1
24226707		R251	3474438		//		1	085-1090700	1
24226863		R256	3478620		//		1	085-1092228	1
24226863		R272	3494495		//		1	085-1097704	1
24227088		R243	3467491		//		1	DS-4250281	1
24227088		R267	3490364		//		1	DS-4674403	1
24227477		3336			07/11/07		1		1
24228403		AU31	7953204		//		1	DS-4262090	1
24228404		R228	3452163		//		1	DS-3977730	1
24228404		R229	3453655		//		1	DS-4007159	1
24228405		R224	3449687		//		1	DS-3933717	1
24228406		R264	3486573		//		1	DS-4601518	1
24228406		R270	3491635		//		1	DS-4704389	1

Print Screen Export Edit Record Color Codes

UNKNOWN

Search In: Part # For: Search Close

Sorting

You can sort by any column that is titled in **bold**.

Browse Data									
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup	
Part #	Old Part #	Control #	Order #	SPAC Case #	Order Date	Order Type	Qty Ordered	Shipper #	Qty Shipped
12335587		H320	4248534		//		1	085-1531152	1
12335582		9006	0370564		//		2	033-0282444	2
12335582		1027	0368369		//		1	033-0280834	1
12335582		0618	3726933		//		1	030-1325541	1
12335582		R244	5612118		//		1	092-3745928	1
12335580		R322	0372315		//		1	033-0283687	1
12335580		R321	0372024		//		1	033-0283503	1
12335580		R300	0368567		//		1	033-0281003	1
12335580		R279	0365188		//		1	033-0278538	1
12335580		R238	0358922		//		1	033-0273875	1
12335580		R228	0357127		//		1	033-0272598	1
12335580		R223	0356564		//		1	033-0272126	1
12335580		R136			05/16/07		1		1
12335576		R312	0370320		//		2	033-0282289	2
12335576		R302	0368971		//		1	033-0281304	1
12335576		R301	0368776		//		1	033-0281152	1
12335576		R265	0363169		//		1	033-0277070	1

Print Screen Export Edit Record Color Codes

UNKNOWN

Search In: Part # For: Search Close

- Click on the column header once to sort the criteria in the column – descending.
- Click on the header twice to sort in reverse order – ascending.

Move Columns

You can rearrange columns by selecting the column header and dragging it to a desired position.

Part #	Shipper #	Old Part #	Control #	Order #	SPAC Case #	Order Date	Order Type	Qty Ordered	Qty Shipped
12335587		H320	4248534		/ /			1 086-1531152	1
12335753		H320	4248534		/ /			1 086-1531152	1
12335756		H320	4248534		/ /			1 086-1531152	1
12338053		H320	4248534		/ /			5 086-1531152	5
12533361		H320	4248534		/ /			1 086-1531152	1
12539906		H320	4248534		/ /			1 086-1531152	1
12539908		H320	4248534		/ /			1 086-1531152	1
12600280		H320	4248534		/ /			1 086-1531152	1
12607379		H320	4248534		/ /			1 086-1531152	1
12608593		H320	4248534		/ /			1 086-1531152	1
12611013		H320	4248534		/ /			1 086-1531152	1
12611129		H320	4248534		/ /			1 086-1531152	1
12624621		H320	4248534		/ /			1 086-1531152	1
15036163		H320	4248534		/ /			1 086-1531152	1
15037586		H320	4248534		/ /			1 086-1531152	1
15106961		H320	4248534		/ /			1 086-1531152	1
15134376		H320	4248534		/ /			1 086-1531152	1

UNKNOWN

Search In: Old Part # For: Search Close

Printing

You have the option to either **Print Screen** or **Export**.

- **Print Screen** - will print the screen as displayed.
- **Export** - sends the information to an Excel spreadsheet.

Edit Record

The **Edit Record** feature allows you to add notes to a part number, such as, if the part is damaged or mispicked. These notes will also display in your **Posting Errors**, **Received Part Status** and **Order Claims** reports.

Edit Record

Part Status: Normal

Route #:

Status Quantity: 0

Claim #:

Tracking #:

OK Cancel

Note: Any information entered is stored for the same length of time as your history.

Search

You can **Search** by specific fields in the **Browse Data** screen.

Step 1. The search field has a drop-down menu at the lower left of the **Browse Data** screen.

The screenshot shows the 'Browse Data' window with a table of order data. The table has columns: Part #, Shipper #, Old Part #, Control #, Order #, SPAC Case #, Order Date, Order Type, Qty Ordered, and Qty Shipped. A dropdown menu is open at the bottom left, showing a list of fields to search in: Part #, Shipper #, Old Part #, Control #, Order #, SPAC Case #, Order Date, and Part # (selected). The 'Search' button is visible at the bottom right of the search area.

Step 2. Select the **Search** button.

Note: Searches access only the column titles that are bolded in **Browse Data**.

Example

Information Fields	
<ul style="list-style-type: none"> • Advise Date • Bin Location • Claim # • Control # • Cost • Customer Name • Customer PO • Date Added • Description • Employee • Exchange • Freight • Group • Invoice # • Line # • Make • Old Part # • Order Date • Order # 	<ul style="list-style-type: none"> • Order Status • Order Type • Part # • Posted Date • Posted Qty • Qty Ordered • Qty Scanned • Qty Shipped • Route # • Scanned Date • Svc. Writer • Ship Via • Shipment Date • Shipper # • SPAC Case # • Status • Supplier Inv # • Tracking # • Trans. Code

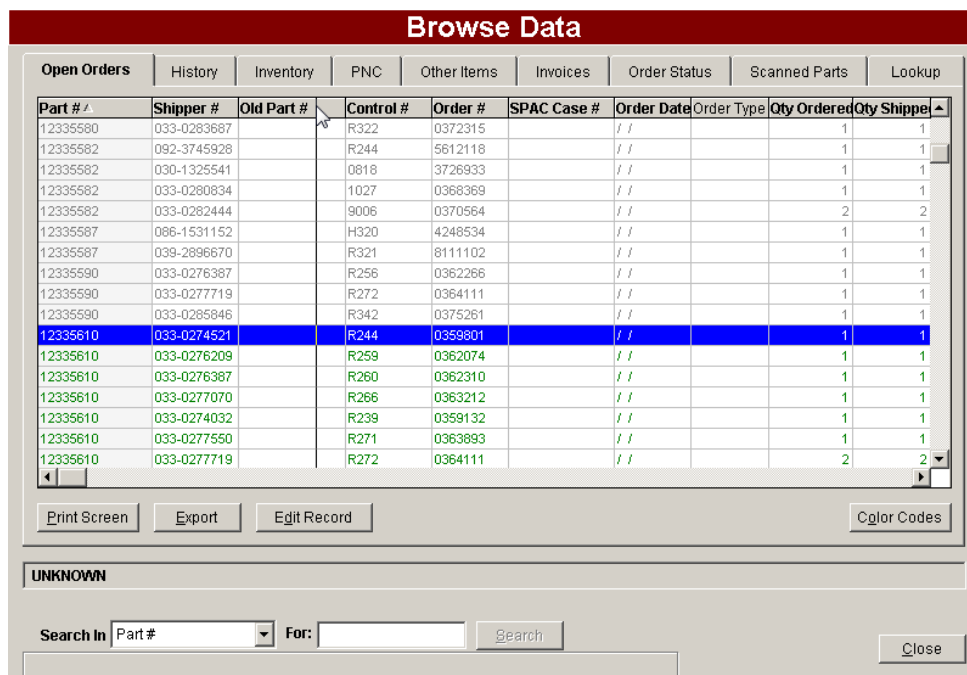
Color Codes

Color Codes indicate the status for a part number line in **Browse Data**.



Resize Columns

Columns can be resized by moving the divider bars at the top to the right or left.



Open Orders

The **Open Orders** tab displays all part numbers on order. When part numbers are fully scanned and posted, Interact will move them from **Open Orders** to **History**.

Browse Data									
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup	
Part #	Old Part #	Control #	Order #	SPAC Case #	Order Date	Order Type	Qty Ordered	Shipper #	Qty Shipped
24225800		D305	4230113		//		1	086-1524101	1
24225896		R294	8058376		//		1	039-2879939	1
24225959		2860	2216204		//		1	075-4831507	1
24226576		OC29	2325347		//		1	075-4933722	1
24226707		R245	3470333		//		1	085-1089195	1
24226707		R251	3474438		//		1	085-1090700	1
24226863		R256	3478620		//		1	085-1092228	1
24226863		R272	3494495		//		1	085-1097704	1
24227088		R243	3467491		//		1	DS-4250281	1
24227088		R267	3490364		//		1	DS-4674403	1
24227477		3336			07/11/07		1		1
24228403		AU31	7953204		//		1	DS-4262090	1
24228404		R228	3452163		//		1	DS-3977730	1
24228404		R229	3453655		//		1	DS-4007159	1
24228405		R224	3449687		//		1	DS-3933717	1
24228406		R264	3486573		//		1	DS-4601518	1
24228406		R270	3491635		//		1	DS-4704389	1

Print Screen Export Edit Record Color Codes

UNKNOWN

Search In: Part # For: Search Close

Note: Bold column headers indicate fields you can search and sort by.

History

The **History** tab shows orders that have been scanned, posted, and closed.

[illegible]

Example

Information Fields	
<ul style="list-style-type: none"> • Advise Date • Bin Location • Claim # • Control # • Cost • Customer Name • Customer PO • Date Added • Description • Employee • Exchange • Freight • Group • Invoice # • Line # • Make • Old Part # • Order Date • Order # 	<ul style="list-style-type: none"> • Order Status • Order Type • Part # • Posted Qty • Qty Ordered • Qty Scanned • Qty Shipped • Route # • Scanned Date • Srv. Writer • Ship Via • Shipment Date • Shipper # • SPAC Case # • Status • Supplier Inv # • Tracking # • Trans. Code

Note: Bold column headers indicate fields you can search and sort by.

Inventory

The **Inventory** tab displays all current inventory. Information includes part number changes, group number, and assigned bin location.

Browse Data																	
Open Orders		History		Inventory		PNC		Other Items		Invoices		Order Status		Scanned Parts		Lookup	
Make	Part #	Old Part #	Qty	Cost	Description	Group	New Bin	Bin	Bin 2								
GM	001		0	10.00	PART												
GM	1		0	37.00	#8-DMP												
GM	4		4	1.00	CLEANER		8										
GM	6		3	25.00	FRAME												
GM	E		0	480.88	99		TEST										
GM	10		6	37.48	2003 JR			TEST									
GM	12		0	2000.00	LKG SHEET META												
GM	16		1	16.99	VETT SHIRT												
GM	22		3	34.99	50TH-VETT												
GM	28		2	6.25	LIC-PLATE												
GM	31		3	3.25	STATIC-DECAL												
GM	38		1	5.00	DALE PLATE												
GM	41		0	40.16	DEJR MLB 1:24												
GM	45		1	7.69	CORVET MUG												
GM	59		14	40.00	JRCOKECAR												
GM	66		0	40.00	JRCOKEBANK		THST										
GM	AA		0	0.95	BATT												

Print Screen Export Color Codes

UNKNOWN

Search In: Part # For: Search Close

Note: Bold column headers indicate fields you can search and sort by.

Part Number Changes (PNC)

The **PNC** tab displays part number changes including the date of the part number change and the old part number.

Browse Data															
Open Orders		History		PNC		Other Items		Invoices		Order Status		Scanned Parts		Lookup	
Old Part #	New Part #	Date Added													
10166335	12607307	09/14/10 03:54:28 PM													
10301852	20896060	10/28/10 02:30:05 PM													
10306471	13505369	10/07/10 12:16:45 PM													
10375729	25796738	10/07/10 12:16:45 PM													
10375730	25796737	09/09/10 11:12:03 AM													
10384469	22758738	11/02/10 11:23:48 AM													
10393215	10412124	09/02/10 12:27:28 PM													
10402841	19244971	09/24/10 11:14:26 AM													
10404731	19244643	09/14/10 03:54:28 PM													
10413253	19244667	08/30/10 04:25:17 PM													
10440210	19120192	11/02/10 11:22:03 AM													
11570729	11611451	08/26/10 12:15:39 PM													
11609459	11609509	08/20/10 10:45:08 AM													
12451555	20801140	10/28/10 02:30:04 PM													
12562038	12563375	09/24/10 11:14:26 AM													
12564512	19244715	10/28/10 02:29:46 PM													
12567688	12638982	11/02/10 11:24:06 AM													

Print Screen Export Remove Color Codes

UNKNOWN

Search In: Old Part # For: Search Close

Note: Bold column headers indicate fields you can search and sort by.

Other Items

The **Other Items** tab displays part numbers that were scanned using the **Other Items** feature on the scanner. This feature allows a dealer to scan OEM or Aftermarket parts directly into the system. These items may or may not be on an open order.

This tab also displays parts scanned using **Create Part List** mode on the scanner. These lines are shown as a different color than **Other Items** to allow for easy differentiation.

[illegible]

Note: Bold column headers indicate fields you can search and sort by.

Invoices

The **Invoices** tab allows you to view all of your data on an invoice (when available from the manufacturer).

Browse Data								
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup
Invoice #	Invoice Date	Shipper #	Ship Date	Customer Order #	Customer Order Date	Order Type	SPO Order #	SPO Ord
22407007	08/13/10	DS-3845765	//	523S	08/06/10	EMG		//
22407007	08/13/10	DS-3963114	//	529S	08/13/10	EMG		//
22407007	08/13/10	001-4279626	//	528S	08/12/10	EMG		//
22407007	08/13/10	022-0954908	//	528S	08/12/10	EMG		//
22407007	08/13/10	022-0954908	//	528S	08/12/10	EMG		//
22407007	08/13/10	033-0272331	//	528S	08/12/10	EMG		//
22407007	08/13/10	033-0272331	//	528S	08/12/10	EMG		//
22407007	08/13/10	034-2704390	//	527S	08/11/10	EMG		//
22407007	08/13/10	036-0238061	//	527S	08/11/10	EMG		//
22407007	08/13/10	058-7195839	//	517S	08/02/10	EMG		//
22407007	08/13/10	058-7195840	//	517S	08/02/10	EMG		//
22407007	08/13/10	058-7196899	//	516S	07/30/10	EMG		//
22407007	08/13/10	058-7198452	//	528S	08/12/10	EMG		//
22407007	08/13/10	058-7198452	//	528S	08/12/10	EMG		//
22407007	08/13/10	075-4606626	//	528S	08/12/10	EMG		//
22407007	08/13/10	075-4609921	//	369S	03/18/10	EMG		//
22407007	08/13/10	075-4609941	//	381S	03/30/10	EMG		//

Print Screen Export Edit Record Color Codes

UNKNOWN

Search In: Invoice # For: Search Close

Example

Information Fields	
<ul style="list-style-type: none"> Claim # Cost Customer Order Date Customer Order # Discount Amount Gross Amount Handling Charge Invoice Date Invoice # Line # Multi Pack Net Amount Order Type 	<ul style="list-style-type: none"> Part Desc Part # PNC Percent Discount Qty Qty Received Ship Date Shipper # Shipping Charge SPO Order # SPO Order Date Unit Price

Note: Bold column headers indicate fields you can search and sort by.

Order Status

The **Order Status** tab allows you to view the status of your orders (when available from the manufacturer).

Browse Data									
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup	
Part #	Old Part #	Control #	Order Qty	Processed	Status	PDC	Line #	Order #	Order Date
19244448		R196	1	1	102	075	1	2025888	//
19244510		9104	1	1	102	058	39	3498863	//
19244510		R300	1	1	102	058	340	3519664	//
19244616		H305	1	1	105	088	1	3972741	//
19244616		H305	1	1	105	088	21	4230109	//
19244681		R238	1	1	501	085	345	3463482	//
19244681		R237	2	2	102	036	1	0298301	//
19244681		R238	1	1	102	036	1	0298288	//
19244681		R259	1	1	102	085	1	3486794	//
19244681		R260	1	1	102	085	1	3486795	//
19244681		R258	1	1	102	085	1	3486793	//
19244681		OC27	1	1	102	002	29	8069504	//
19244681		R292	1	1	102	007	1	7558003	//
19244681		R301	2	2	102	086	1	4225863	//
19244681		R301	2	2	501	085	357	3520993	//
19244730		J305	1	1	102	076	2	4230116	//
19244800		R259	1	1	102	085	1	3493206	//

Print Screen Export Color Codes

BILLED - PROCESSING FOR SHIPMENT

Search In Part # For: Search Close

Example

Information Fields	
<ul style="list-style-type: none"> Control # Cost Date Added Dealer Code Line # Old Part # Order # Order Date Order Qty 	<ul style="list-style-type: none"> Part # PDC Posted Date Processed Shipment # Status Status Type Type

Note: Bold column headers indicate fields you can search and sort by.

Scanned Parts

The **Scanned Parts** tab displays all scanned parts.

Browse Data								
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup
Part #	PNC	Control #	Qty Received	Date Time	Ship #	IP Address	User Id	
12490147		3336	1	07/29/10 10:33:37 AM		172.16.2.29		
12490147		3336	1	07/29/10 10:33:55 AM		172.16.2.29		
12490147		3336	1	07/29/10 10:35:02 AM		172.16.2.29		
12490147		3336	1	07/29/10 10:35:25 AM		172.16.2.29		
12490147		3336	1	07/29/10 10:36:23 AM		172.16.2.29		
12490147		3336	1	07/29/10 10:36:34 AM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:03:35 PM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:04:50 PM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:19:15 PM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:26:04 PM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:27:24 PM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:28:04 PM		172.16.2.29		
2041TEST		3352	1	06/11/10 03:29:56 PM		127.0.0.1		
2041TEST		3352	1	06/11/10 05:12:27 PM		127.0.0.1		
2041TEST		3352	1	06/11/10 05:13:33 PM		127.0.0.1		
2041TEST		3352	1	06/15/10 11:13:22 AM		172.16.2.29		
2041TEST		3352	1	06/15/10 11:33:42 AM		172.16.2.29		

BILLED - PROCESSING FOR SHIPMENT

Search In For:

Note: Bold column headers indicate fields you can search and sort by.

Lookup

The **Lookup** tab displays part numbers that you have entered as an alternate UPC. You can add these part numbers either through the ScanIt Parts Main Menu or through the **Add Lookup** function on the scanner.

[illegible]

Note: Bold column headers indicate fields you can search and sort by.

Chapter 7: Client Settings

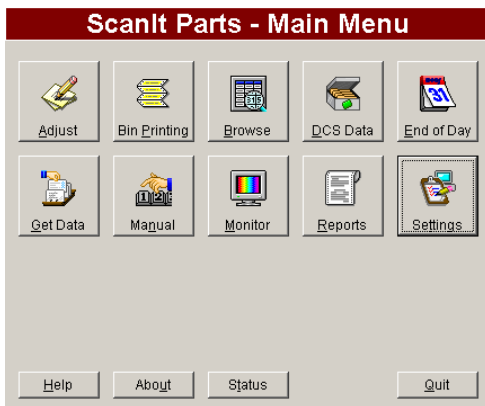
For a Client PC you can obtain more detailed information on the installation process by visiting our “How To” page at <http://www.scanitparts.com/install-client-machine.aspx>

Settings

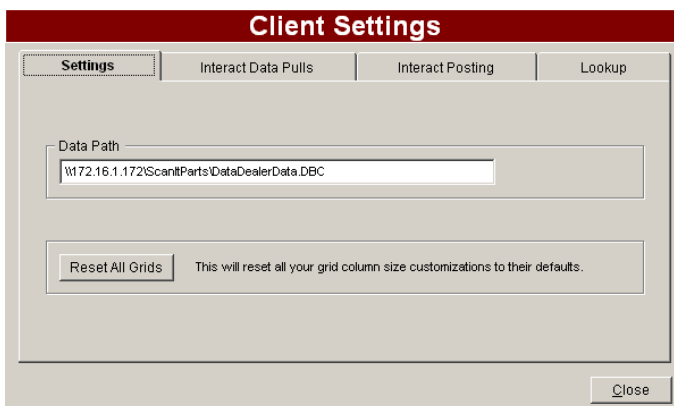
This feature allows you to set the data path to your ScanIt Parts information and reset the browse table grids back to the default settings.

Note: These settings are accessed through a Client or secondary PC, not the main ScanIt Parts system (server).

Step 1. Select **Settings** from the Main Menu.



Step 2. The **Client Settings** screen displays the **Settings** tab by default.



Step 3. You must manually type in the new data path.

Step 4. Reset the grids on the Browse tables by selecting **Reset All Grids**.

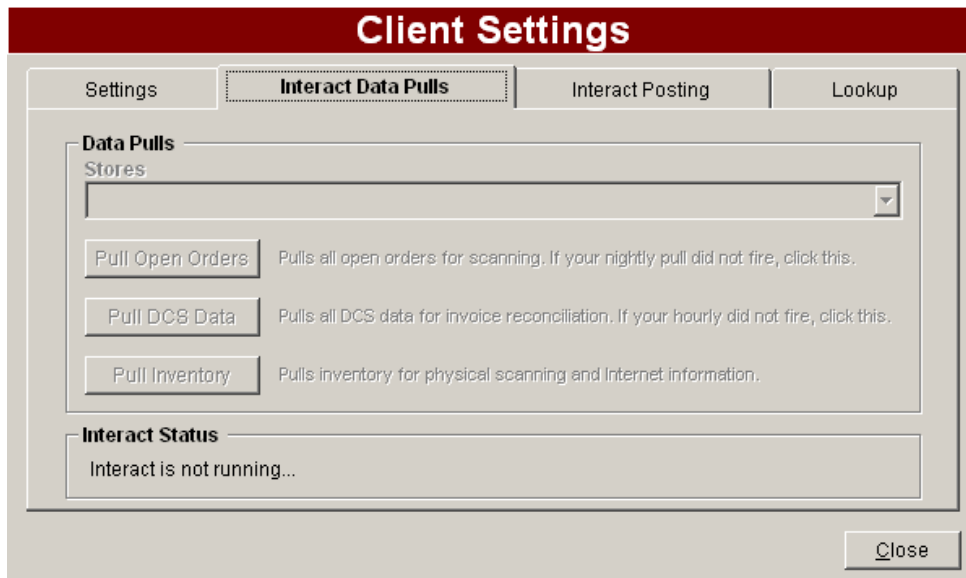
Note: This restores the default settings for the Browse tables for that client PC but does not affect any of the other PCs.

Interact Data Pulls

This feature allows a user to pull Open Orders and Inventory.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Interact Data Pulls** tab.



Step 3. Choose which **Pull** option you want to execute:

- Pull Open Orders
- Pull Inventory

Note: These options function exactly like the Main PC (server).

Interact Posting

This feature allows a user to attempt a **Re-Post** of scanned data.

Step 1. Select **Settings** from the Main Menu.

Step 2. Select the **Interact Posting** tab.

The screenshot shows the 'Client Settings' dialog box with the 'Interact Posting' tab selected. The dialog has four tabs: 'Settings', 'Interact Data Pulls', 'Interact Posting', and 'Lookup'. The 'Interact Posting' tab is active and contains the following elements:

- A 'Re-Post' section with two radio buttons: 'Open Orders' (selected) and 'Order Status'.
- Two date pickers for 'From' and 'To' dates, both set to '04/01/2009'.
- A 'Re-Post' button.
- An 'Interact Status' section with a text box displaying 'Interact is not running...'.
- A 'Close' button at the bottom right.

Step 3. Select which of the following to re-post:

- Open Orders
- Order Status

Step 4. Enter the date(s).

Step 5. Select **Re-Post**.

Note: These options function exactly like the Main PC (server).

Lookup

This feature is used to cross reference the UPC barcode with what the dealership stores as a part number.

Example: If you store a part number in your DMS as ANTI-FREEZE, it will have a UPC barcode on it such as 1234567890. Set up your lookup table to say anytime you scan 1234567890 it really means ANTI-FREEZE. This allows any user to pick up the scanner, scan the UPC barcode and ScanIt Parts will convert it to what is stored as the part number.

- Step 1. Select **Settings** from the Main Menu.
- Step 2. Select the **Lookup** tab.

[illegible]

- Step 3. Select **New** to add a new part number or UPC.
- Step 4. Select a UPC number from the list and select **Edit** to make changes.
- Step 5. **Remove** to delete.

- Step 6. Enter or change the following information:
- Make
 - UPC #
 - Part #

- Step 7. To save changes, select **Update**.

Note: These options function exactly like the Main PC (server).

Chapter 8: End of Day

This screen allows you to see the following potential problems that may have happened on a particular day or date range:

- All posting errors for the parts scanned in the range of dates selected
- Over / Shorts for the range of dates selected
- Incomplete shipments grouped by either shipment number or control number

Select **End of Day** from the Main Menu.

End of Day

Posting Errors

Part #	Control #	Shipment #	Order	Ship	Scan	Post	Scanned	Status	Qty	Old Part #
00056	46298		6	6	2	1	04/26/08		0	
04636-SDN-A91ZZ	U4321107		1	1	1	0	11/12/08		0	04636-St
04715-S5A-A90ZZ	S1001010	76730-S6D-1	1	1	1	0	10/11/08		0	04715-S
04715-SDP-A90ZZ	S1000804		2	2	2	1	08/05/08		0	71501-St
04725-S00-A01	G1001013		2	2	2	1	10/16/08		0	04725-St
04816-S9A-A13ZB	U0020401		1	1	1	0	04/03/08		0	04816-St
04818-SDC-A02ZB	U0060605		1	1	1	0	06/11/08		0	04818-St

Part number not on any open orders.

Over / Shorts

Group By:

☒ Shipment #
☐ Control #

Incomplete Shipments:

Ship #	Date
04814-S84-C	/ /
40011991536	01/19/09
40012091523	01/20/09
76730-S6D-1	/ /
98011982701	01/19/09

Over / Shorts:

Part #	Control #	Ship	Scan	Old Part #
00056	46298	6	2	
00056	47929	3	1	
04602-S5D-305ZZ	TWS0414C	2	1	04602-S5D-A00ZZ
04603-S5D-A01ZZ	VIST0625	2	1	04603-S5D-A00ZZ
04711-S5A-A91ZZ	S1000514	2	1	
04711-S84-A91ZZ	S1000724	2	1	04711-S4K-A91ZZ
04715-S9V-A91ZZ	S1001107	2	1	
06250-RDG-306	VIST0625	17	14	06250-RDG-315

Date
From: 03/01/2008 **To:** 03/31/2009

Posting Errors

Posting errors are parts that have been scanned but have not been posted to your inventory. Select the part number to see an explanation of why the part did not post.

Note: It is important that you fix the errors otherwise your inventory will not be up to date. You can also run the **Posting Errors** report from the **Reports** menu for additional information.

Over / Shorts

Over and Shorts are order lines that have parts scanned but the scanned quantity does not match the shipped quantity as reported by the manufacturer.

Grouping Over / Shorts

You can view Over / Shorts in two ways:

- Shipment # - Is the default selection where manufacturer data is applicable
- Control # - If shipment # is not available.

Incomplete Shipments

A shipment is considered incomplete if there are any parts that have not been scanned and at least one part has been scanned on the shipment.

Select a shipment number to display any discrepancies for that shipment number in the **Over / Shorts** section of the **End of Day** screen.

You can run the **Shipment Status** report from the **Reports** menu for more detailed shipment status information.

If the shipment number is red instead of black, this indicates that a portion of the shipment was not scanned.

Over / Shorts Section

In the Over/Shorts section, the following is true:

- If the line is red, the line item is a shortage.
- If the line is blue, the line item is an overage.

Double-click the line item for more information.

Select the **Print** button for a print out of your Over / Shorts or you can view the **Over / Shorts** report from the **Reports** menu.

Order lines are typically over or short due to an incorrect quantity scanned or entered. Entries can be corrected using the **Adjust** program from the **Main Menu**.

Date

You can run **End of Day** for a specific range of days instead of the default date of today.

To view a range of days, enter the **To** and **From** dates and select the **Update** button to refresh with the new date range.

Chapter 9: Get Data – [GM](#) / [Honda](#)

GM Overview

The **Get Data** function allows you to monitor and download data from Parts Workbench to your ScanIt Parts System. From here, your data is downloaded from GM, if available, and a date of the last successful data pull will be displayed. Also, your login information is stored here and will allow you to make any changes. Get Data has four sections: Dealers, Log In, Downloads and Status.

Note: If either your username or password is incorrect, no data will be pulled.

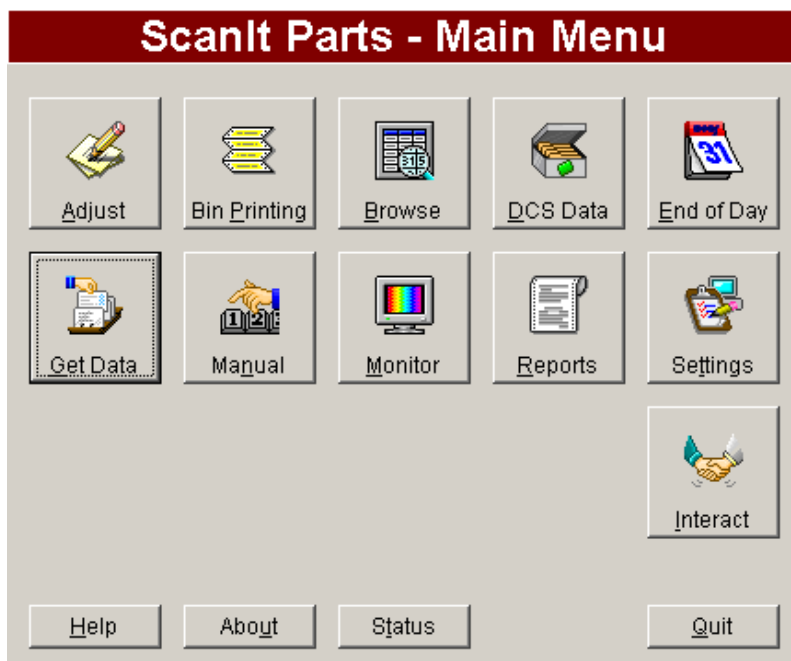
Dealers

The **Dealers** section allows you to manage your data pulls. If you should have more than one account through Parts Workbench, Get Data will pull every account every day.

Add

The **Add** option allows you to enter a new or additional Parts Workbench account number(s).

Step 1. Select **Get Data** from the Main Menu.



Step 2. In the **Dealers** section, select **Add**.

Get Data

General Motors

Dealers

123456

Add Remove

Log In

Dealer #: 123456

User Name: UserName

Password: *****

Change

Downloads

Last Download: Never

Download Custom

Status

Time	Status
11/10/2010 04:01:15 PM	Starting 123456
11/10/2010 04:01:15 PM	Downloading GM Shipment
11/10/2010 04:01:15 PM	Downloading GM - GM Shipment for 11/03/2010

Manufacturer: 1 - GM Parts Workbench

Close

Step 3. Enter your Dealer #, User Name, and Password.

Add Log In

Log In

Please enter the log in information for this dealer account.

Dealer #

User Name

Password

Confirm

Passwords are case-sensitive.

Add Cancel

Note: You must use the same User Name and Password you use as your login for Parts Workbench.

Step 4. To save changes, select **Add**.

Remove

Remove deletes Parts Workbench account numbers.

Step 1. Select a Dealer # and then select **Remove**.

Step 2. A confirmation screen will appear. Select **Yes** to remove or **No** to cancel.

Log In

The User Name and Password must match a Parts Workbench login.

Change

This section allows you to change any of your GM information such as Dealer #, User Name, or Password.

- Step 1. Select a Dealer # from the list if there is more than one listed.
- Step 2. Select **Change** under the **Log In** section.



The 'Change Log In' dialog box has a red title bar. Inside, there's a section titled 'Log In' with the instruction 'Please enter the log in information for this dealer account.' Below this are four input fields: 'Dealer #' with the value '12345', 'User Name' with 'username', 'Password' with '*****', and 'Confirm' with '*****'. A note states 'Passwords are case-sensitive.' At the bottom are 'Update' and 'Cancel' buttons.

- Step 3. Make any changes and select **Update**.

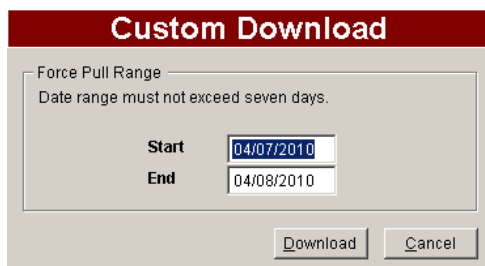
Downloads

Last Download displays the date and time of the last successful data pull.

Custom Download

The **Custom** download option allows you to specify a date range to pull your Parts Workbench data.

- Step 1. Select the **Custom** button to pull any of your GM data within the last 30 days.



The 'Custom Download' dialog box has a red title bar. It contains a section 'Force Pull Range' with the instruction 'Date range must not exceed seven days.' Below this are two date pickers: 'Start' showing '04/07/2010' and 'End' showing '04/08/2010'. At the bottom are 'Download' and 'Cancel' buttons.

- Step 2. Specify a date range.

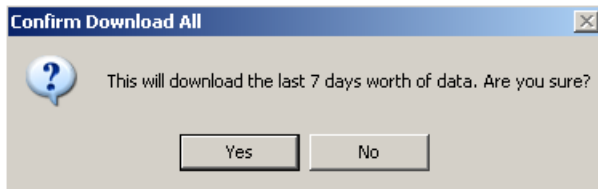
Note: Date ranges must be within the past 30 days and cannot exceed seven days.

- Step 3. **Download** will send your request and close the form.

Download

Download automatically pulls ALL data from GM for the past 7 days. Wait time for a download may be approximately 5 minutes per Dealer #.

Step 1. Select the **Download** button.



Step 2. **Yes** will send your request and close the form.

Status

The **Status** field displays the progress for a selected Dealer #, the 5 status steps are:

- **Starting** - the pull has started and will display the Parts Workbench Dealer #
- **Downloading** - the GM Data is downloading and is in progress
- **Download complete** - the GM Data has finished pulling
- **Done** - the download is complete
- **Username/Password is incorrect** - GM is not accepting the current **login** information as entered. You can verify a User Name and password entered through the Parts Workbench website.

Note: If the date and time displayed are not current, the ScanIt Parts System did not communicate with Parts Workbench. Possible reasons are:

- User Name or Password may be incorrect.
- Your Internet was down.
- Pull times may be earlier than the data was available from GM.

GM Data

Once your GM Data has been downloaded, you can access it through either the **Browse** table or **Reports**.

Browse - Downloaded GM data can be found in the following: Open Orders, PNC (Part Number Change), Invoices, and Order Status.

Reports - Downloaded GM data can be found in the following: Over/Shorts, Shipment Status, Print Packing Slip, Order Status Information, and Invoice Reconciliation.

Honda Overview

The **Get Data** function allows you to monitor and download data from Honda iN to your ScanIt Parts System. From here, current data is downloaded from Honda, if available, and a date of the last successful data pull will be displayed. Also, your login information is stored here, but no changes to a password should be necessary once the account was initially set up. Get Data has four sections: Dealers, Log In, Downloads and Status.

Get Data

Honda

Dealers

12345

Add Remove

Log In

Dealer #: 12345

Password: ***** Change

Downloads

Last Download: 01/21/2010 10:58:58 AM Download Custom

Status

Time	Status
01/21/2010 10:58:56 AM	Starting 12345
01/21/2010 10:58:56 AM	Downloading Honda Shipment
01/21/2010 10:58:56 AM	Downloading Honda - Honda Shipment for 01/21/2010
01/21/2010 10:58:58 AM	Done

Manufacturer: 4 - Honda iN Close

Dealers

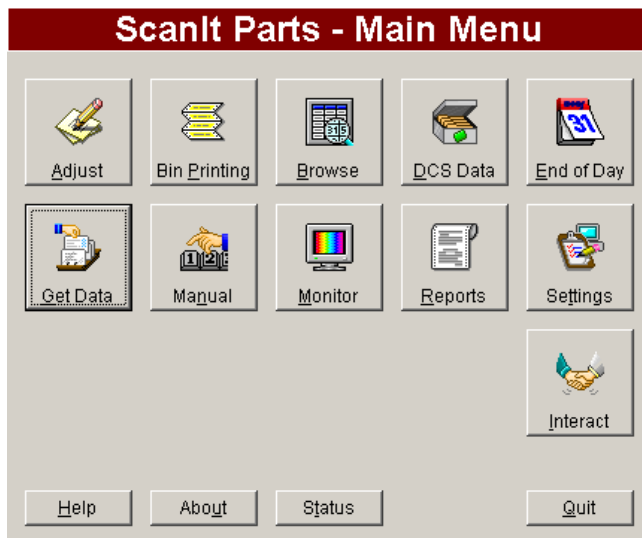
The **Dealers** section will display your Honda dealer #.

Note: To begin receiving your Honda data there are two steps:

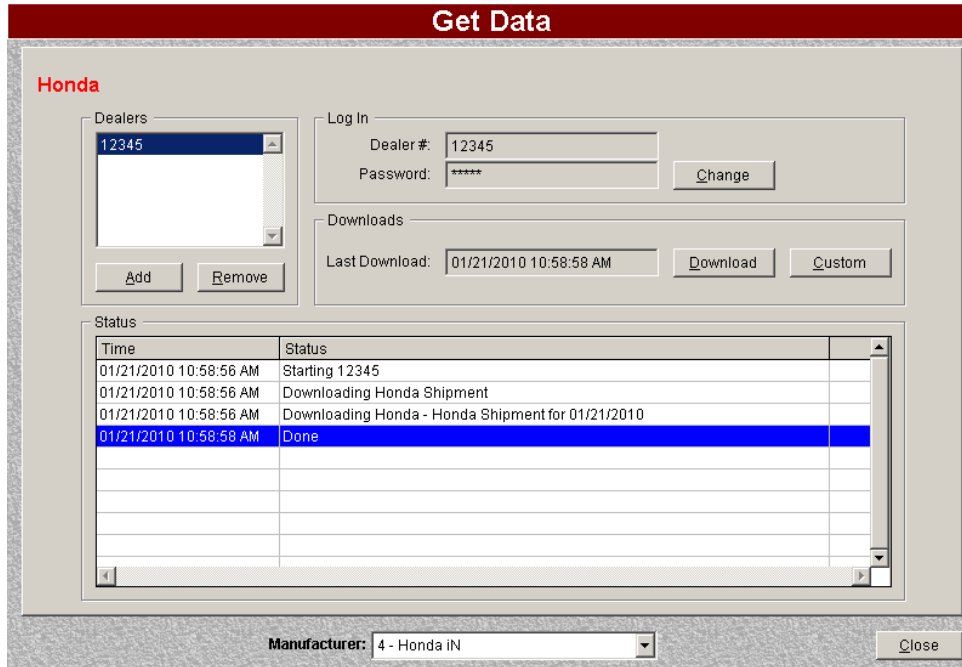
- FIRST PHASE - Set up your Honda account information in ScanIt Parts
- SECOND PHASE - Activate Honda iN to begin the download process of shipment and invoice data.

FIRST PHASE

Step 1. Select **Get Data** from the Main Menu.

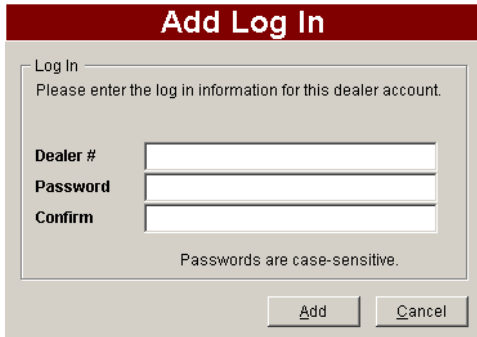


Step 2. In the **Dealers** section, select **Add**.



Step 3. Enter your **Dealer #** and **Password**.

Note: You must use the same password you use as your login for Honda iN.

A dialog box titled "Add Log In" with a red header bar. Inside, there is a section titled "Log In" with the instruction "Please enter the log in information for this dealer account." Below this, there are three input fields labeled "Dealer #", "Password", and "Confirm". At the bottom of the input section, it says "Passwords are case-sensitive." At the bottom of the dialog box, there are two buttons: "Add" and "Cancel".

Add Log In

Log In
Please enter the log in information for this dealer account.

Dealer #

Password

Confirm

Passwords are case-sensitive.

Step 4. To save changes, select **Add**.

Remove

Remove deletes your Honda dealer number.

Step 1. Select Dealer # and then select **Remove**.

Step 2. A confirmation screen will appear. Select **Yes** to remove or **No** to cancel.

SECOND PHASE

Note: A Honda iN System Administrator will need to activate your dealer #:

Step 1. Log in to <http://www.in.honda.com>

Step 2. Enter your Dealer Number

Step 3. Select **iN Plus Realtime** tab from the left navigation bar.

The screenshot shows the 'iN Plus Realtime Activation' page. The 'Parts' tab is selected. The 'Parts Invoice' section at the bottom is highlighted with a red box, showing 'Activate Parts Invoice' with 'Yes' selected and 'IPS' in the dropdown. The 'Submit' button is visible below.

Step 4. Select the **Parts** tab.

Step 5. Select the **Parts Invoice** section at the bottom of the screen.

Step 6. Select **Yes** to **Activate Parts Invoice**. The drop-down should show **IPS**.

Step 7. Select **Submit**.

Note: It may take 24-48 hours to begin receiving Honda data.

Log In

The Dealer # and Password must match Honda iN's login.

Change

Select this tab only if your password for Honda iN has changed.

Note: If the password on Honda iN has changed, please contact ScanIt Parts technical support.

Downloads

Last Download displays the date and time of the last successful data pull.

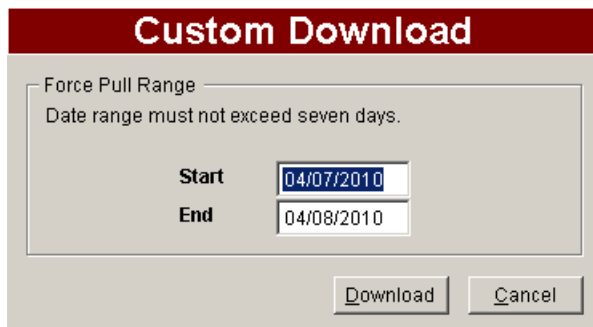
Custom Download

The **Custom** download option is only needed if your Honda data has *not* pulled.

Note: Your Honda data should be pulling from Honda iN on a daily basis.

If your Honda data has not pulled daily, you can force a custom pull.

Step 1. Select the **Custom** button.

A screenshot of a 'Custom Download' dialog box. The title bar is red with the text 'Custom Download' in white. The main area is light gray and contains a section titled 'Force Pull Range' with the instruction 'Date range must not exceed seven days.' Below this, there are two date pickers: 'Start' with the date '04/07/2010' and 'End' with the date '04/08/2010'. At the bottom right, there are two buttons: 'Download' and 'Cancel'.

Step 2. Enter the day needed.

Note: The date range cannot exceed seven days. Once your Honda data has been pulled and received, you cannot retrieve your data a second time.

Step 3. **Download** will send your request and close the form.

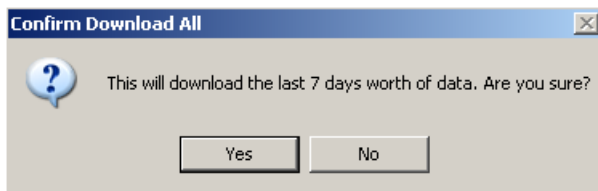
Download

Download automatically pulls ALL Honda data which has not previously been received.

Note: Once your Honda data has been pulled and received, you cannot retrieve your data a second time.

If your Honda data is not pulling daily, you can force a pull.

Step 1. Select the **Download** button.



Step 2. Selecting **Yes** will send your request and close the form.

Status

The **Status** field displays the progress for the selected Dealer #:

- **Starting** - indicates the pull has started and will display the Honda Dealer #
- **Downloading Honda** - the Honda data is downloading and the pull is in progress
- **Download complete** - the Honda data for the date displayed is finished
- **Done** - the download is complete
- **Invalid Dealernumber/Password** - indicates one part of the **login** is invalid

Note: A Honda iN administrator can verify if the password has been changed. If the password has been changed, please contact ScanIt Parts technical support.

If the date and time displayed are not current, ScanIt Parts did not communicate with Honda iN.

Possible reasons are:

- Dealer # or Password may be incorrect.
- Your internet is down.
- Pull times are earlier than the data was available from Honda.

Chapter 10: Monitor

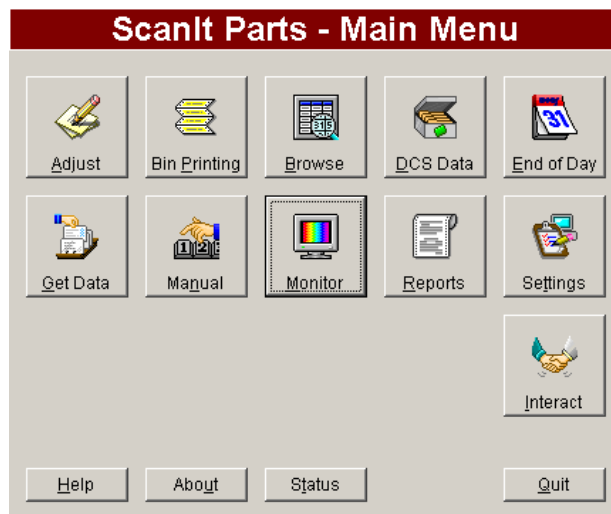
This feature allows any ScanIt Parts PC to view the parts being scanned in real time.

Scanned Orders

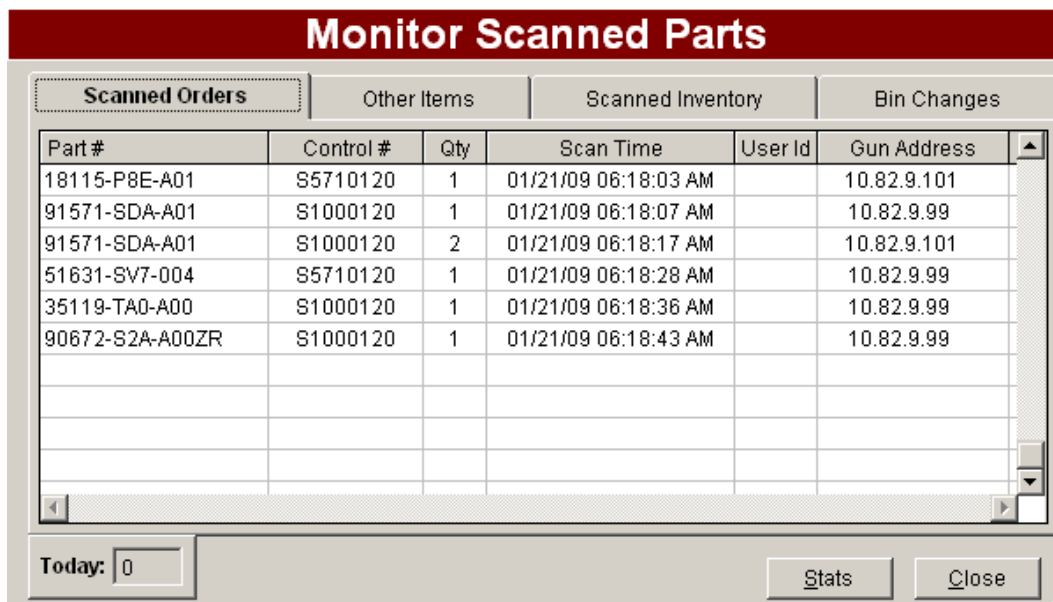
When parts are scanned in **Receive** mode, ScanIt Parts automatically puts the date and time into the list. The total scanned count is displayed in the bottom left-hand corner.

Note: Multiple scanners can be logged in and scanning simultaneously.

Step 1: Select **Monitor** from the Main Menu.



Step 2: The **Monitor Scanned Parts** screen displays the **Scanned Orders** tab by default.



Step 3: To see scanning statistics, select the **Stats** button and a dialog box will appear with the scanning information for today.

Here are the statistics of your scanning:

Items scanned today:	0
Piece count today:	0
Items scanned total:	265477
Piece count total:	643124

OK

Note: The program will show the total number of parts scanned and will refresh every 30 seconds.

Other Items

This screen shows parts scanned using the **Other Items** and **Create Part List** modes.

Step 1: Select **Monitor** from the Main Menu.

Step 2: Select the **Other Items** tab.

[illegible]

Scanned Inventory

This screen shows parts scanned using **Perpetual Inventory** mode.

Step 1. Select **Monitor** from the Main Menu.

Step 2. Select the **Scanned Inventory** tab.

The screenshot shows the 'Monitor Scanned Parts' window. The title bar is red with white text. Below the title bar are four tabs: 'Scanned Orders', 'Other Items', 'Scanned Inventory' (which is selected and highlighted with a dotted border), and 'Bin Changes'. The main area contains a table with the following columns: 'Part #', 'Old Part #', 'Qty', 'Scanned', 'User ID', and 'Bin'. The table is currently empty. At the bottom left, there is a 'Today:' label followed by a text box containing the number '0'. At the bottom right, there are two buttons: 'Stats' and 'Close'.

Bin Changes

This feature shows scanned bin changes in real time.

Step 1. Select **Monitor** from the Main Menu.

Step 2. Select the **Bin Changes** tab.

The screenshot shows the 'Monitor Scanned Parts' window with the 'Bin Changes' tab selected. The table now contains data. The columns are: 'Part #', 'Old Part #', 'New Bin', 'Old Bin', 'Description', and 'Group'. The data rows are as follows:

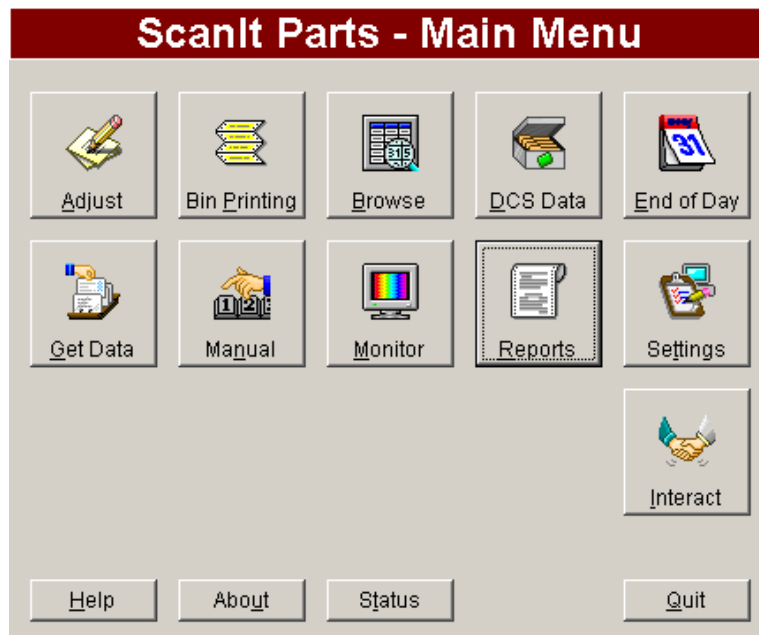
Part #	Old Part #	New Bin	Old Bin	Description	Group
77960-S5A-A88		374	376	SRS UNIT	
77960-S84-A77	HP77960-S84-A78	374	376	SRS UNIT	
77960-S9A-A92		374	376	SRS UNIT	
77960-S9A-A22	HP77960-S9A-A21	374	376	SRS UNIT	
77960-S9V-A01		374	376	SRS UNIT	
77960-S9V-A73	HP77960-S9V-A72	374	376	SRS UNIT	

The interface elements (title bar, tabs, 'Today:' field, and 'Stats'/'Close' buttons) are identical to the previous screenshot.

Chapter 11: Reports

The **Reports** feature allows you to view, print and export a wide variety of reports from the ScanIt Parts system.

Select **Reports** from the ScanIt Parts Main Menu to view a particular report. Any of the reports can be printed directly from the report menu, exported to disk, or viewed at your PC by selecting one of the buttons listed below:



- **Preview** - Displays the report onscreen
- **Print** - Sends the report to your default printer
- **Export** - the report data is compiled in the form of a spreadsheet
- **Close** - returns to the **Main Menu**

Over / Shorts

This report compares quantity shipped to quantity scanned. If the two quantities do not match, the report will show the part # as an overage or a shortage.

Important: This report should be run on a daily basis.

The screenshot shows a 'Reports' window with a list of report names on the left and a configuration panel for the 'Over / Shorts' report on the right. The configuration panel includes fields for 'Scanned Date' (From: 04/01/2009, To: 04/01/2009), 'Group By' (Shipment #, Control #), 'Shipment #' and 'Control #' input fields, a 'Last 30 days' checkbox, and a 'Display All Parts' checkbox. Buttons for 'Preview', 'Print', 'Export', and 'Close' are at the bottom.

Step 1. Select from one of the following:

- **Date** - enter the scanned date(s)

Note: You must select a **Group By** choice.

- **Shipment #** - enter the shipment number
- **Control #** - enter the control number

Note: **Last 30 days** - displays only the parts scanned on the control number entered within the last 30 days.

- **Display All Parts** - displays all scanned parts

Example

The screenshot shows the 'Over / Short Analysis - Scanned Date' report. It includes a header with 'DATE: 04/01/09' and 'Between: 04/01/08 and 04/01/08'. A box contains the address: 'Ips, Inc., 5402 Gateway Centre, Flint, MI 48507'. Below is a table with columns: Qty Scanned, Qty Shipped, Part #, Control #, Order Item Number, Qty Ordered, Order #, Order Date, Scan Date, Repair Order #, Bin, and Status. The table shows one row with data: 2 scanned, 6 shipped, part # 08703-YR539FAH-PW, control # S2000325, order item number 0, qty ordered 6, order # 03/25/08, scan date 04/01/08, repair order # [STOCK], bin 8185, and status SHORT. An 'OLD#:' field shows YR539P.

Qty Scanned	Qty Shipped	Part #	Control #	Order Item Number	Qty Ordered	Order #	Order Date	Scan Date	Repair Order #	Bin	Status
2	6	08703-YR539FAH-PW	S2000325	0	6	03/25/08	04/01/08	04/01/08	[STOCK]	8185	SHORT

OLD#: YR539P;

Shipment Status

This report lists all shipments, complete or incomplete, during a given period.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "Shipment Status" selected. On the right, the "Shipment Status" report configuration is shown. It includes a description: "Shipment Status will group and list parts on a shipment, displaying how many exceptions there are." Below this, there are input fields for "Scanned Date" with "From:" and "To:" both set to "04/01/2009". There is also a "Group By" dropdown menu set to "Shipment #". At the bottom are buttons for "Preview", "Print", "Export", and "Close".

Step 1. Enter the **Scanned Date(s)**.

Step 2. From the **Group By** drop-down, select one of the following:

- Shipment #
- Control #

Example

The screenshot shows the output of the "Shipment Status" report. It has a title bar "Shipment Status" and a date "Date: 04/01/09". Below is a table with four columns: "Shipment No.", "Shipment Date", "Total Lines", and "Status". The table lists 14 shipments, all with a status of "Complete".

Shipment No.	Shipment Date	Total Lines	Status
10011981102	01/19/09	2	Complete
28011930401	01/19/09	1	Complete
40011900815	01/19/09	12	Complete
40011900816	01/19/09	37	Complete
40011900818	01/19/09	9	Complete
40011900819	01/19/09	6	Complete
40011900820	01/19/09	8	Complete
40011900903	01/19/09	1	Complete
40011900904	01/19/09	2	Complete
40011991435	01/19/09	1	Complete
40011991441	01/19/09	48	Complete

Posting Errors

This report displays any parts that did not post into your DMS.

Reports

Report Name:

- Over / Shorts
- Shipment Status
- Posting Errors**
- Posted History
- Scanned Parts
- Lost Parts
- Open Shipments
- Special Orders
- Order Status Information
- Invoice Reconciliation
- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC

Posting Errors

Shows all specified parts and their statuses.

☐ Control #
☐ Part #
☐ Shipment #

☒ Scanned Date
 From: 04/01/2009
 To: 04/01/2009

☒ Display Details
☐ Display GM Status

Preview Print Export Close

Step 1. Select one of the following:

- **Control #** - enter the control number
- **Part #** - enter the part number
- **Shipment #** - enter the shipment number
- **Scanned Date** – enter the date(s)

Note: The optional two choices are:

- **Display Details** - displays the reason why the part did not post.
- **Display GM Status** - displays the status of the part numbers according to GM (when available), listing which parts are for special orders and which parts are for stock.

Example

Posting Errors - Scan Date							Date: 04/01/09
Part #	Control #	Shipment #	Ordered Qty	Shipped Qty	Scanned Qty	Posted Qty	Scanned Date
00056	46298		6	6	2	1	04/26/08
Error #: 10 -- Part number not on any open orders.							
PR0928K	47658		1	1	1	0	07/03/08
Error #: 13 -- Record was locked by another machine.							
38924-PND-006	APPL0701		1	1	1	0	07/09/08
Error #: 13 -- Record was locked by another machine.							
19010-POH-A51	BREW0108		1	1	1	0	01/16/09
Error #: 13 -- Record was locked by another machine.							
04725-S00-A01	G1001013		2	2	2	1	10/16/08
OLD#: 04725-S00-A00							
Error #: 14 -- Could not find control number.							
15205-PC6-014	G1001103		1	1	1	0	11/07/08
OLD#: 15205-PC6-004							
Error #: 10 -- Part number not on any open orders.							

Posted History

This report displays the parts posted into your DMS. Parts can be sorted by shipment #, part #, or control #.

Reports

Report Name:

- Over / Shorts
- Shipment Status
- Posting Errors
- Posted History**
- Scanned Parts
- Lost Parts
- Open Shipments
- Special Orders
- Order Status Information
- Invoice Reconciliation
- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC

Posted History

Posted History will list out all of a parts posted history.

☒ **Posted Date** ☐ **Part #**

From: 04/01/2009

To: 04/01/2009

☐ **Shipment #**

☐ **Control #**

☒ **Group Posts**

☐ **Display Errors**

Preview Print Export Close

Step 1. Select one of the following:

- **Posted Date** - enter the date(s)
- **Part #** - enter the part number
- **Shipment #** - enter the shipment number
- **Control #** - enter the control number

Note: The optional two choices are:

- **Group Posts** - consolidates similar posts.
- **Display Errors** - displays posting errors.

Example

Part #	Old Part #	Control #	Shipment #	Posted Date	Order Qty	Shipped Qty	Scanned Qty	Posted Qty
04602-SWA-A01ZZ	04602-SWA-A00ZZ	S100033		04/01/08 05:10:04 AM	1	1	1	1
04602-SWE-A01ZZ	04602-SWE-A00ZZ	S100033		04/01/08 05:16:42 AM	1	1	1	1
04603-SWA-A00ZZ		S100033		04/01/08 05:12:14 AM	1	1	1	1
04620-SDA-A90ZZ	04620-SDA-A00ZZ	S100033		04/01/08 05:09:45 AM	1	1	1	1
04646-S01-A10ZZ	04646-S01-A00ZZ	S542033		04/01/08 05:01:55 AM	1	1	1	1
04711-SOX-A90ZZ		S100033		04/01/08 05:01:34 AM	1	1	1	1
04711-SWE-A90ZZ	71101-SWE-A00ZZ	S100033		04/01/08 05:01:28 AM	2	2	2	2
04715-S9A-A81ZZ	04715-SCA-A80ZZ	S100033		04/01/08 05:01:02 AM	1	1	1	1
04816-S84-A53ZC	04816-S84-A51ZC	S100033		04/01/08 05:48:59 AM	1	1	1	1
04816-SR0-305ZG	04816-SR0-A03ZG	S542033		04/01/08 05:55:41 AM	1	1	1	1
04816-SVA-A01ZA	04816-SVA-A00ZA	S012033		04/01/08 05:27:15 AM	1	1	1	1
04620-SWA-A51ZZ		S042033		04/01/08 05:55:28 AM	1	1	1	1

Scanned Parts

This report lists all parts that have been scanned and includes the employee's assigned user ID.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "Scanned Parts" selected. The main area is titled "Scanned Parts" and contains the following fields and options:

- A description: "This report will show all parts scanned, either by date, part #, control #, scanner, or employee name."
- A radio button for "Date" is selected, with "From:" and "To:" date pickers both set to "04/01/2009".
- Radio buttons for "Part #", "Control #", "Scanner", and "Gun User ID" are present but not selected.
- A dropdown menu for "Scanner" is set to "MANUAL".
- A "Sort By:" dropdown menu is set to "Part #".
- Two checkboxes, "Empty Shipments Only" and "Special Orders Only", are present and unchecked.
- At the bottom are buttons for "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Date** - enter the date(s)
- **Part #** - enter the part number
- **Control #** - enter the control number
- **Scanner** - from the drop-down, you can choose which scanner to display
- **Gun User ID** - from the drop-down, you can choose which Gun User ID to display

Step 2. Selecting the **Sort By** drop-down displays one of the following:

- Part #
- Control #
- Date/Time (scanned)
- User ID
- IP Address (scanner)

Note: The optional two choices are:

- **Empty Shipments Only** - displays only order lines with no shipment number assigned.
- **Special Orders Only** - displays only special order lines.

Example

Scanned Parts - Scanned Date							Date: 04/01/09
Sorted By: Part #							
Part #	Control #	Qty	Scanned Date	User ID	Shipment #	IP Address	Cost
04602-SNA-A01ZZ	S1000331	1	04/01/08 05:09:58 AM			10.82.9.99	\$49.63
OLD#: 04602-SNA-A00ZZ							
04602-SNE-A01ZZ	S1000331	1	04/01/08 05:16:37 AM			10.82.9.99	\$65.86
OLD#: 04602-SNE-A00ZZ							
04603-SNA-A00ZZ	S1000331	1	04/01/08 05:12:09 AM			10.82.9.99	\$49.46
04620-SDA-A90ZZ	S1000331	1	04/01/08 05:09:36 AM			10.82.9.99	\$142.59
OLD#: 04620-SDA-A00ZZ							
04646-S01-A10ZZ	S5420331	1	04/01/08 05:01:51 AM			10.82.9.99	\$335.30
OLD#: 04646-S01-A00ZZ; Invoice #: 7839							
04711-S0X-A90ZZ	S1000331	1	04/01/08 05:01:29 AM			10.82.9.99	\$216.74

Lost Parts

This report lists all parts invoiced but not scanned.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "Lost Parts" selected. The main area is titled "Lost Parts" and contains the text: "This report will list out all parts that were invoiced but not scanned." Below this text are two radio buttons: "Invoice #" (selected) and "Shipment #". Each radio button is followed by a text input field. At the bottom of the main area are two checkboxes: "Suppress Processed Parts" and "All parts for last 30 days". At the very bottom of the window are four buttons: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Invoice #** - enter an invoice number
- **Shipment #** - enter a shipment number

Note: The optional two choices are:

- **Suppress Processed Parts** - displays only unprocessed parts
- **All Parts for last 30 days** - displays all parts in order by shipment number

Example

The screenshot shows a report titled "Lost Parts - Invoice #". In the top right corner, it says "Date: 04/01/09". The report contains a table with the following data:

Part #	Control #	Order Qty	Order Date	Shipment #	Shipment Date	Invoice Date	Total Cost
12 4762 47	S022	1	03/29/09	079-1742258	03/30/09	03/30/09	\$414.72
90492554	S022	1	03/29/09	079-1742258	03/30/09	03/30/09	\$243.00
Total:							\$657.72

Open Shipments

This report lists all parts without a shipment # assigned. The results can be displayed either by date range or by order #.

Step 1. Select one of the following:

- **Scanned Date** - enter the date(s)
- **Order #** - enter the order number

Note: The optional two choices are:

- **Display Exceptions Only** - displays only shipments with errors, such as quantity mismatch.
- **Display Empty Order #'s** - displays parts without order numbers.

Example

Open Shipments - Scan Date							Date: 04/01/09
Part #	Control #	Order #	Qty Ordered	Qty Scanned	Qty Posted	Scanned Date	
71198-SNA-A01	S1000331		2	2	2	04/01/08	
71198-SNA-A02	S1000331		1	1	1	04/01/08	
71504-S2A-000ZB	S5420331		1	1	1	04/01/08	
71505-S5A-000	OE500326		2	2	2	04/01/08	
OLD# : 71505-S5A-000							
71537-SDN-A00	S1000331		1	1	1	04/01/08	
71575-S2A-A00	S5420331		1	1	1	04/01/08	
71581-SOX-A01	S1000331		1	1	1	04/01/08	
71585-SNA-A00ZZ	S1000331		1	1	1	04/01/08	
71586-SOX-A01	S1000331		1	1	1	04/01/08	
71598-SDA-A10	S1000331		1	1	1	04/01/08	
72126-SM4-003ZQ	S1000331		3	3	3	04/01/08	
72147-S84-A03	S1000331		1	1	1	04/01/08	

Special Orders

This report lists all special orders and their current status.

Reports

Report Name:

- Over / Shorts
- Shipment Status
- Posting Errors
- Posted History
- Scanned Parts
- Lost Parts
- Open Shipments
- Special Orders**
- Order Status Information
- Invoice Reconciliation
- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC

Special Orders

Special Orders will report all special orders or special orders that are still open.

☐ Date
From: 04/01/2009 To: 04/01/2009

☒ Invoice #

☐ Control #

☐ And Date

☐ Last 60 Days

☐ All Open Special Orders

☐ Finished Invoices Only

Sort By: Invoice #

Preview Print Export Close

Step 1. Select one of the following:

- **Date** - enter the date(s)
- **Invoice #** - enter the invoice number
- **Control #** - enter the control number

Note: When the control # prompt is selected, the **Last 60 Days** filter is enabled. This option searches only the past 60 days for Special Orders.

- **And Date** - enter a control number and a date range

Example - By Date

Special Orders - Date Date: 04/01/09

Invoice #: 7664

Part #	Control #	Customer Name	Order Qty	Shipped Qty	Scanned Total
71144-SR3-A00	OES00326	71144-SR3-013	10	10	10

OLD#: 71144-SR3-013

Invoice #: 7796

Part #	Control #	Customer Name	Order Qty	Shipped Qty	Scanned Total
06200-P7X-A52RM	S08A0329	WILLISITA TONGOL	1	1	1

Note: The optional two choices are:

- **All Open Special Orders** - displays all open special orders.

Note: The **Sort By** option will automatically be enabled.

- **Finished Invoices Only** - displays only special orders for finished invoices within a given date range.

Example – All Open Special Orders

Open Special Orders

Date: 04/01/09

Invoice #: 6948

Part #	Control #	Customer Name	Order Qty	Shipped Qty	Scanned Total
04815-S9V-A342C	U5031212	RALPH C HAAK JR	1	1	0
OLD#: 04815-S9V-A332C					

Invoice #: 7300

Part #	Control #	Customer Name	Order Qty	Shipped Qty	Scanned Total
08P13-SWA-121A	ENSI1219	08P13-SWA-120A	1	1	0
OLD#: 08P13-SWA-120A					

Order Status Information

This report lists out all parts and their shipping status. You can view all statuses, backorders, cancelled or referred parts.

The screenshot shows a software window titled "Reports" with a dark red header. On the left is a list of report names, with "Order Status Information" highlighted in blue. The main area of the window is titled "Order Status Information" and contains the following fields and options:

- Report Name:** A list box containing various report names, with "Order Status Information" selected.
- Order Status Information** (Section Header):
 - Order Status Information allows you to view different order status information.
 - Order Date** (Selected):
 - From: 04/01/2009
 - To: 04/01/2009
 - Part #** (Unselected):
 - Empty text box
 - Control #** (Unselected):
 - Empty text box
 - Order Status:** A dropdown menu set to "All".
 - Four checkboxes:
 - ☐ Display Error Details
 - ☐ Just Posting Failures
 - ☐ Display Status Info.
 - ☐ Display Shipped Parts
- Buttons at the bottom: Preview, Print, Export, and Close.

Step 1. Select one of the following:

- **Order Date** - enter the date(s)
- **Part #** - enter the part number
- **Control #** - enter the control number

Note: The optional four choices are:

- **Display Error Details** - displays posting error descriptions, such as "Can't post cancelled special orders" and "Part # has no empty order types".
- **Just Posting Failures** - displays all posting errors.
- **Display Status Info** - displays the manufacturer order status (when available).
- **Display Shipped Parts** - displays shipped parts.

Step 2. The **Order Status** drop-down gives you the following options:

- All
- Billed/Shipped
- Reviewed
- Discontinued
- Backorders
- Referred

Example

The screenshot shows a web interface for 'Order Status Information'. At the top right, the date is '04/01/09'. Below the title, it says 'All w/o Shipped'. Further down, it says 'Status Type:Rejected'. A table follows with the following data:

Part #	Old Part #	Control #	Order Status	Order #	Order Date	Qty Ordered	Processed	PDC
77091433		R109		38840248	06/01/08	1	1	076

Invoice Reconciliation

This report compares the manufacturer's invoice to scanned history, listing all parts with exceptions. Both quantity exceptions and cost exceptions will be displayed based on invoice information.

Reports

Report Name:

- Open Shipments
- Special Orders
- Order Status Information
- Invoice Reconciliation**
- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory
- Freight Cost
- Graph

Invoice Reconciliation

This report will show parts with Quantity Exceptions or Cost Exceptions based on invoices.

☐ Invoice #
 ☒ Invoice Date

From: 04/01/2009
 To: 04/01/2009

☐ Part #
 ☐ Shipment #

Choose One:

All Exceptions

Preview Print Export Close

Step 1. Select one of the following:

- **Invoice #** - enter the invoice number
- **Part #** - enter the part number
- **Invoice Date** - enter the date(s)
- **Shipment #** - enter the shipment number

Step 2. The report can show all exceptions or specific exceptions by using the **Choose One** drop-down filter:

- All Exceptions
- Quantity Exceptions
- Cost Exceptions
- Display All Parts
- Invoice Status
- Unfinished Invoices

Example

Invoice Reconciliation - All Exceptions										04/01/09
Invoice # 10011900502		Invoice Date: 01/19/09			04/01/01 To 04/04/09					
Shipment #10011900502	Shipment Date / /	Control #S1000116	Order #	Order Date / /	Order Type					
Part #	Description	Order Item Number	Multi Pack	Scanned Qty	Order Cost	Invoiced Qty	Unit Price	Difference		
Short	71170-S01-A02	ABSORBER, FR	NO		0.00	1	44.90	44.90		
							0.00%	- 44.90		

Print Packing Slip

This report assists in printing out packing slips for shipments.

Reports

Report Name:

- Scanned Parts
- Lost Parts
- Open Shipments
- Special Orders
- Order Status Information
- Invoice Reconciliation
- Print Packing Slip**
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory

Print Packing Slip

Use this report to print out your packing slips.

☒ **Date** Shipment Date

From: 04/01/2009

To: 04/01/2009

PDC:

☐ **Shipment #**

Preview Print Export Close

Step 1. Select one of the following:

- **Date** - enter the Shipment Date(s)
Note: If necessary, enter the PDC code.
- **Shipment #** - enter the shipment number

Example

Packing Slip - Shipment Date **DATE:** 04/01/09

Ips, Inc.
 5402 Gateway Centre
 Flint MI 48507

Shipment # 40011900818
Date 01/19/09

Line #	Part #	Order Qty	Shipped Qty	Control #	Invoice #	Order #	Order Date
9001	04620-SDA-A90ZZ OLD#: 04620-SDA-A00ZZ	1	1	P1000116	8519		01/16/09
9002	04630-SDA-A90ZZ OLD#: 04630-SDA-A00ZZ	1	1	P1000116	8518		01/16/09
9003	60100-SDB-A90ZZ OLD#: 60100-SDB-A00ZZ	1	1	P1000116	8517		01/16/09
9004	04711-SDL-A90ZZ OLD#: 71101-SDA-A10ZZ	1	1	P1000116	8516		01/16/09
9005	33101-SDA-A01 33153-SDA-A01	1	1	P1000116	8515 8514		01/16/09

Core Exchange

This report lists core exchanges and totals for a given period.

Reports

Report Name:

- Lost Parts
- Open Shipments
- Special Orders
- Order Status Information
- Invoice Reconciliation
- Print Packing Slip
- Core Exchange**
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory
- Freight Cost

Core Exchange

This report will list out Core Exchanges and totals.

☒ **Invoice Date** ☐ **Shipment #**

From: 04/01/2009

To: 04/01/2009

☐ **Part #**

☒ **All Core Exchanges**

☐ Outstanding Core Exchanges

☐ Core Exchanges - (Scanned and Invoiced)

Preview Print Export Close

Step 1. Select one of the following:

- **Invoice Date** - enter the date(s)
- **Shipment #** - enter the shipment number
- **Part #** - enter the part number

Step 2. Select the Core Exchanges to display:

- All Core Exchanges
- Outstanding Core Exchanges
- Core Exchanges - (Scanned and Invoiced)

Example

Core Exchange - Invoice Date Date: 04/01/09

Shipment #: 40011991537

Part #	Control #	Invoice #	Invoice Date	Qty	Unit Price
06311-PM8-A02CO	S100011	40011991537	01/19/09	1	\$30.00
					\$30.00
Parts:1					\$30.00

Employee

This report shows the status of all orders by their assigned employee code.

Step 1. Select one of the following:

- **Employee Code** - enter an employee code
- **Scanned Date** - view all orders for all employees within a given date range
- **Employee and Date** - enter the employee code and date(s) to display all orders for a specific employee within a given date range.

Step 2. From the **Sort By** drop-down filter, select one of the following:

- Part #
- Scanned Date
- Repair Order #

Note: The optional two choices are:

- **Display GM Status** - displays only the GM order status of each part.
- **New page on Employee Code** - displays each employee code on a new page.

Example

Employee - Date

Date: 04/01/09

Employee Code: 923

Between: 06/04/08 and 06/05/08

Part #	Control #	Shipment #	Repair Order #	Customer Name	Qty Ordered	Qty Shipped	Qty Scanned	Scanned Date
08203-S30-100J	U6000515		870528-1	muoi tran	1	1	1	06/05/08 10:04:51
OLD#: 89								
Total Lines: 1								

Employee Code: 96

Between: 06/04/08 and 06/05/08

Part #	Control #	Shipment #	Repair Order #	Customer Name	Qty Ordered	Qty Shipped	Qty Scanned	Scanned Date
06200-PYB-A05RM	S08A0603	74173-SJ4-0	6503	FRED LENA COUSINEAU	1	1	1	06/04/08 06:04:26
OLD#: 06200-PYB-A02RM								
39100-SLN-A00ZCRM	S08A0604	74173-SJ4-0	6632	RAYMOND C GERVAIS II	1	1	1	06/05/08 05:46:50
Total Lines: 2								

Part Number Change (PNC) Report

This report displays part number changes for a given part number or date range by listing the new part number, the old part number and the date/time of the change.

The screenshot shows a software window titled "Reports". On the left is a list of report options: Employee, PNC Report (highlighted), Bin Changes, Part Information, Multiple PNC, Print Invoices, OTHER Items, Print Part List, Perpetual Inventory, Freight Cost, Graph, Received Part Status, Order Claims, Multi-Pack, Physical Inventory, Order Summary, and Order Status History. The main area is titled "Part Number Change" and contains the text: "This report will show part number changes either by a specified part number or between two dates." Below this text are two radio buttons: "Date Added" (selected) and "Part #". Under "Date Added" are two date input fields: "From:" with the value "04/01/2009" and "To:" with the value "04/01/2009". At the bottom of the main area are four buttons: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following report options:

- **Date Added** - enter the date(s)
- **Part #** - enter the part number

Example

The screenshot shows the output of the PNC Report. It has a title bar "PNC Report" and a date "Date: 04/01/09". Below the title is a table with the following data:

New Part #	Old Part #	Old Bin	New List	New Dealer	New Trade	Date Added
12491266	10248171					04/01/09 03:10:57 P
15766462	15047166					04/01/09 03:10:57 P

Bin Changes

This report lists information for all bin changes.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "Bin Changes" selected. The main area is titled "Bin Changes" and contains the following fields and options:

- Report Name:** A list box containing various report names, with "Bin Changes" highlighted.
- Bin Changes** (Section Header): This report will show Bin Changes between given dates.
- Scanned Date** (Selected): A radio button option.
- From:** A date input field containing "04/01/2009".
- To:** A date input field containing "04/01/2009".
- Part #** (Unselected): A radio button option with an empty text input field below it.
- Display Posting Errors Only**: An unchecked checkbox.
- Buttons:** "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Scanned Date** - enter the date(s)
- **Part #** - enter a part number

Note: Another search option is:

- **Display Posting Errors Only** - displays only bin posting errors for the given date range or part number.

Example

The screenshot shows the output of the "Bin Changes" report. The title bar says "Bin Changes" and the date is "Date: 04/01/09". The table below lists bin change details:

Part #	New Bin	Old Bin	IP Address	User ID	Scanned Date
001	327	RETAIL	10.8.91.84		05/02/08 11:23:45 AM
OLD#: HP10001					
04601-SNA-A00ZZ	319	520	10.8.91.82		04/05/08 02:15:38 PM
11200-RAA-A00	391	379	10.8.91.84		05/06/08 02:07:37 PM
OLD#: HP11200-PNA-000					
11200-RAA-A00	391	391	10.8.91.84		05/06/08 02:07:42 PM
OLD#: HP11200-PNA-000					
14540-P8A-A01	154	XXX	10.8.91.82		12/26/07 12:44:28 PM
17201-PAA-000	391	379	10.8.91.84		05/06/08 02:11:40 PM
17201-RAA-A01	391	379	10.8.91.84		05/06/08 02:11:54 PM
OLD#: HP17201-RAA-A00					
17205-PLC-000	391	379	10.8.91.84		05/06/08 02:11:57 PM
17210-PAA-A00	391	391	10.8.91.84		05/06/08 02:11:59 PM

Part Information

This report prints out information about parts in a specified bin location(s).

Reports

Report Name:

- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information**
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory
- Freight Cost
- Graph
- Received Part Status
- Order Claims
- Multi-Pack
- Physical Inventory

Part Information

Use this report to print out information about parts.

☒ **Bin Location**

To

☐ **Part #**

Preview Print Export Close

Step 1. Select one of the following:

- **Bin Location** - enter the bin location(s)
- **Part #** - enter the part number

Example

Part Information - Bin Location							
Part #	Description	Bin	Group	Qty	Multi-Pack	Cost	List Price
10108676	GASKET	413	1.429	1	1	\$35.44	\$62.17
10108689	SEAL-ENG	418C	1.097	1	1	\$4.45	\$7.80
101108	01HAULER	200	EARNHARDT	1	1	\$34.46	\$58.58
10110898	TUBE ASM	425	1.516	1	1	\$10.36	\$18.20
10111	FLAGMEX	200	HITCHCOVE	2	1	\$13.95	\$23.72
10115741	GASKET	418C	1.097	4	5	\$2.60	\$4.56
10115742	HOSE	443	3.337	1	1	\$10.80	\$18.95
10118694	HOSE ASM-	426	1.762	1	1	\$3.00	\$5.27
10121502	RETAINER-	448A	8.950	22	20	\$0.28	\$0.49
OLD # 15714276							
10124635	ELBOW	422B	1.762	1	1	\$5.28	\$9.26
10128293	GASKET	412	0.207	1	1	\$3.20	\$5.62
10128316	SEAL	417B	0.213	1	1	\$9.57	\$19.13

Multiple Part Number Changes (PNC)

This report lists all parts on order that were split into multiple part numbers.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "Multiple PNC" selected at the bottom. The main area of the window is titled "Multiple PNC" and contains the following text: "Multiple PNC's will list out all Parts that were on order and were split into multiple parts." Below this text are two radio buttons: "Date Added" (which is selected) and "Part #". Under "Date Added", there are two date input fields: "From:" with the value "04/01/2009" and "To:" with the value "04/01/2009". At the bottom of the window are four buttons: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Date Added** - enter the date(s)
- **Part #** - enter the part number

Example

The screenshot shows the output of the "Multiple PNC - Date" report. At the top left, the title "Multiple PNC - Date" is in a box. At the top right, the text "Date: 04/01/09" is displayed. Below the title, the date range "Between: 03/29/01 And 04/01/09" is shown. The main body of the report is a table with the following data:

Part #	Old Part #	Control #	Shipped Qty	Scanned Total
15766462	15047166	S253	1	0

Print Invoices

This report allows a user to print the actual invoice received (when manufacturer data is available).

Step 1. Select one of the following:

- **Invoice #** - enter the invoice number
- **Invoice Date** - enter the date(s)
- **Shipment #** - enter the shipment #

Example

Other Items

This report displays the “OTHER” parts received, such as tires or aftermarket items.

Note: When scanning **Other Items**, a batch number must be entered. Batch numbers allow for tracking of the parts.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "OTHER Items" selected. The main area is titled "OTHER Items" and contains the text: "Here you will see all the 'other' parts that have been successfully scanned." Below this, there are two radio button options: "Date" (selected) and "Batch #". The "Date" option has two input fields: "From:" with the value "04/01/2009" and "To:" with the value "04/01/2009". The "Batch #" option has an empty input field. At the bottom of the window are four buttons: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Date** – enter the scanned date(s)
- **Batch #** - enter the batch number

Example

The screenshot shows a report titled "OTHER Items - Scanned Date" with a date filter of "Date: 04/03/09". The report displays a table with the following data:

Part #	Batch #	Qty Scanned	Scanned Date	User ID	Status
19134168	TEST123	1	04/03/09 04:27:58 PM		Unposted
19152030	TEST123	3	04/03/09 04:27:00 PM		Unposted
88944283	TEST123	2	04/03/09 04:28:06 PM		Unposted

Print Part List

This report prints out a list of parts that were scanned in **Create Part List** mode on the scanner.

Reports

Report Name:

- Lost Parts
- Open Shipments
- Special Orders
- Order Status Information
- Invoice Reconciliation
- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List**
- Perpetual Inventory
- Freight Cost

Print Part List

Print Part List prints out a list of parts that were scanned under 'Create Part List.'

☒ **Scanned Date** ☐ **Part #**

From: 04/01/2009

To: 04/01/2009

☐ **Batch #**

☒ **Combine duplicate Part #'s**

Preview Print Export Close

Step 1. Select one of the following:

- **Scanned Date** - enter the date(s)
- **Part #** - enter the part number
- **Batch #** - enter the batch number

Note: Another search option is:

- **Combine duplicate Part #'s** - displays each part number only once.

Example

Part List - Scanned Date							Date: 04/01/09
Batch # ABCDEF							
Part #	Qty	Bin	Group	Cost	User Id	Scanned Date	
91518-SM4-003	10	1029		\$7.10	DEM	08/06/07	
80221-S3V-A51	15	1609		\$15.15	DEM	08/06/07	
31500-SF1-A1100M	1	2107		\$50.25	DEM	08/06/07	
31500-SR1-100M	2	4065C		\$54.00	DEM	08/06/07	
				\$156.50			
Batch # DZ1234							
Part #	Qty	Bin	Group	Cost	User Id	Scanned Date	
08P00-SDN-100A	1			\$42.90	DEM	08/06/07	
44319-SA2-000	1	1219		\$7.68	DEM	08/06/07	
82245-SOX-A012C	2	2153		\$375.00	DEM	08/06/07	
08P00-SCV-100B	2	2184		\$31.20	DEM	08/06/07	

Perpetual Inventory

This report lists out parts scanned in **Perpetual Inventory** mode on the scanner.

Reports

Report Name:

- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory**
- Freight Cost
- Graph
- Received Part Status
- Order Claims
- Multi-Pack
- Physical Inventory

Perpetual Inventory

Perpetual Inventory will list out parts that were scanned under Perpetual Inventory.

2 - Display Quantity Exceptions Only

☒ Scanned Date ☐ Part #

From: 04/01/2009

To: 04/01/2009

☐ Bin Location

☐ Condensed Report ☐ Exact Bin

Clear Scanned

Preview Print Export Close

Step 1. Select one of the following from the drop-down menu:

- Display All Parts
- Display Quantity Exceptions Only
- Display Parts In Wrong Bin Locations Only

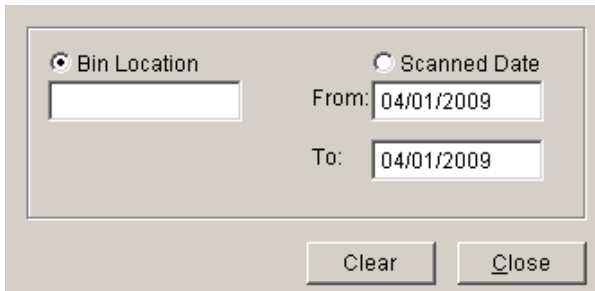
Example - Exceptions Only

Part Information - Bin Location							Date: 04/01/09
Part #	Description	Bin	Group	Qty	Multi-Pack	Cost	List Price
10108676	GASKET	413	1.429	1	1	\$35.44	\$62.17
10108689	SEAL-ENG	418C	1.097	1	1	\$4.45	\$7.80
101108	01HAULER	200	EARNHARDT	1	1	\$34.46	\$58.58
10110898	TUBE ASM	425	1.516	1	1	\$10.36	\$18.20
10111	FLAGMEX	200	HITCHCOVE	2	1	\$13.95	\$23.72
10115741	GASKET	418C	1.097	4	5	\$2.60	\$4.56
10115742	HOSE	443	3.337	1	1	\$10.80	\$18.95
10118694	HOSE ASM-	426	1.762	1	1	\$3.00	\$5.27
10121502	RETAINER-	448A	8.950	22	20	\$0.28	\$0.49
OLD # 15714276							
10124635	ELBOW	422B	1.762	1	1	\$5.28	\$9.26
10128293	GASKET	412	0.207	1	1	\$3.20	\$5.62
10128316	SEAL	417B	0.213	1	1	\$9.57	\$19.13

Step 2. Select one of the following:

- **Scanned Date** - enter the date(s)
- **Part #** - enter the part number
- **Bin Location** - can be a partial bin number

Note: **Exact Bin** - displays a specific bin number.



The screenshot shows a software dialog box with a light gray background. At the top, there are two radio buttons: "Bin Location" (which is selected) and "Scanned Date". Below the "Bin Location" radio button is a text input field. To the right of the "Scanned Date" radio button are two date input fields labeled "From:" and "To:", both containing the date "04/01/2009". At the bottom of the dialog box are two buttons: "Clear" and "Close".

Note: The optional two choices are:

- **Condensed Report** - displays the report without any page breaks for each bin location.
- **Clear Scanned** button - clears all scanned parts based on bin location or scanned date(s).

Freight Cost

**** This feature is available for GM dealers only ****

This report displays all freight costs by shipment date, shipment #, part # or control #.

Note: Freight costs are received directly from GM and may not always be included with your daily shipment data. Any freight costs without shipment information are not displayed.

The screenshot shows a software window titled "Reports" with a red header. On the left is a "Report Name:" list box containing various report options, with "Freight Cost" selected and highlighted in blue. The main area of the window is titled "Freight Cost" and contains the following elements:

- A subtitle: "List out all freight costs for a Shipment #."
- Two radio buttons: "Shipment Date" (selected) and "Shipment #".
- Input fields for "From:" and "To:" dates, both containing "04/01/2009".
- Two more radio buttons: "Part #" and "Control #".
- A checkbox labeled "Hide parts that have no Freight Cost." which is checked.
- Four buttons at the bottom: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Shipment Date** - enter the date(s)
- **Shipment #** - enter the shipment number
- **Part #** - enter the part number
- **Control #** - enter the control number

Note: Another search option is:

- **Hide parts that have no Freight Cost** - displays only part numbers that have a freight cost.

Graph

This report graphs the parts scanned by different employees or scanners. The information can be displayed as a bar graph or pie chart.

The screenshot shows a software window titled "Reports" with a red header. On the left is a list of report names, with "Graph" selected. The main area is titled "Graph - Scanned Parts" and contains the following fields and controls:

- Report Name:** A list box containing various report names, with "Graph" highlighted.
- Scanned Date:** Two date input fields labeled "From:" and "To:", both containing "04/01/2009".
- Options:** Three checkboxes: "Show Legend" (checked), "Show Percentages" (checked), and "3D" (unchecked).
- Graph Choice:** A dropdown menu currently showing "Average Scans".
- Graph From:** A dropdown menu currently showing "User Id".
- Buttons:** "Graph", "Preview", "Print", "Export", and "Close".

Step 1. Enter the **Scanned Date(s)**.

- **Show Legend** - displays a description next to the graph.
- **Show Percentages** - displays percentages/values.
- **3D** - displays the graph in 3 dimensions.

Step 2. Select your **Graph Choice** from the drop-down menu:

- Average Scans
- Percent Scanned
- Total Scanned

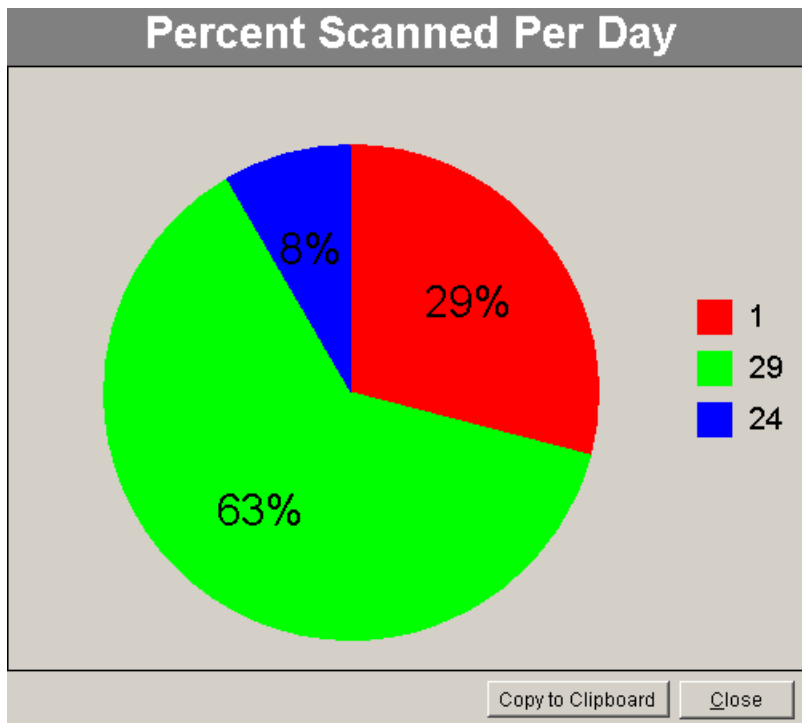
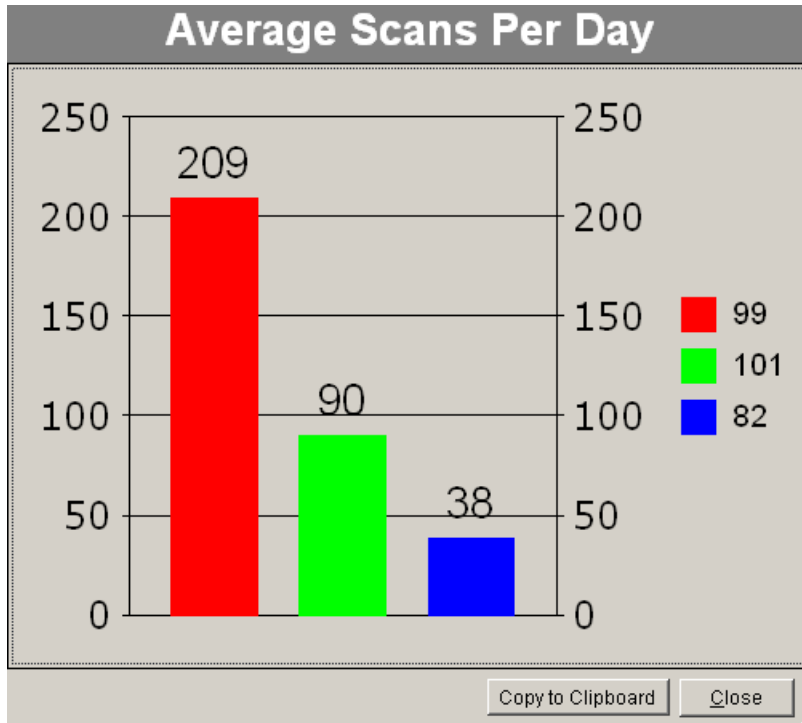
Step 3. **Graph From** allows you to choose a User ID or IP Address:

- **User ID** - displays the employee ID who scanned the parts
- **IP Address** - displays the scanner which was used to scan the parts

Note: **Graph** button - displays information in graph form.

Once the graph is displayed:

- **Back** - returns to the previous screen.
- **Zoom** - displays the graph as a larger image.
- **Copy to Clipboard** - copies the graph for printing or to use in other reports.

Examples

Received Part Status

This report displays only the information entered manually into the **Status** column in **Browse Data** using the **Edit Record** feature.

Browse Data										
Open Orders	History	Inventory	PNC	Other Items	Invoices	Order Status	Scanned Parts	Lookup		
Description	Employee	Group	Make	Advise Date	Status	Claim #	Tracking #	Svc. Writer	Trans. Code	
GASKET		5.811	GM	// : : AM						
SHAFT KIT		6.526	GM	// : : AM						
SW-SIMDO		10.777	GM	// : : AM						
CYLINDER		10.550	GM	// : : AM						
PAD KIT		5.017	GM	// : : AM						
SENSOR		9.770	GM	// : : AM						
CYLINDER		10.550	GM	// : : AM						
RESONATOR		3.701	GM	// : : AM						
SEAL		0.213	GM	// : : AM						
SHAFT		6.526	GM	// : : AM						
PLUG		10.515	GM	// : : AM						
FLUID		8.800	GM	// : : AM						
BELT		1.066	GM	// : : AM						
2041 TEST			GM	// : : AM	Damaged	CLAIM	TRACK			
INDICATOR		1.516	GM	// : : AM						
CAP-WALNUT		5.813	GM	// : : AM						
COVER		5.858	GM	// : : AM						

Print Screen Export Edit Record Color Codes

Search In: Scanned Date For: Search Advanced Close

Step 1. Select one of the following:

- **Date** - enter the order date(s)
- **Shipment #** - enter the shipment number
- **Control #** - enter the control number

Reports	
Report Name: Order Status Information Invoice Reconciliation Print Packing Slip Core Exchange Employee PNC Report Bin Changes Part Information Multiple PNC Print Invoices OTHER Items Print Part List Perpetual Inventory Freight Cost Graph Received Part Status Order Claims	<div> Received Status Analysis Displays all the receiving problems for your parts. </div> <div> Order Date <input type="radio"/> Date From: 04/01/2009 To: 04/01/2009 <input checked="" type="radio"/> Shipment # <input type="text"/> <input type="radio"/> Control # <input type="text"/> </div> <div> Preview Print Export Close </div>

Order Claims

This report displays information only if you manually enter data into the **Claim #** column in **Browse Data** using the **Edit Record** feature.

The screenshot shows a software window titled "Reports" with a dark red header. On the left is a list of report names, with "Order Claims" selected and highlighted in blue. The main area of the window is titled "Order Claims" and contains the following fields:

- Report Name:** A list box containing various reports, with "Order Claims" selected.
- Order Claims** (Section Header):
- Claim #**: A radio button is selected, followed by a text input field.
- Order Date**: A radio button is unselected, followed by a "From:" date field (04/01/2009) and a "To:" date field (04/01/2009).
- Shipment Date**: A radio button is unselected, followed by a "From:" date field (04/01/2009) and a "To:" date field (04/01/2009).
- Buttons at the bottom: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Claim #** - enter the claim number
- **Order Date** - enter the date(s)
- **Shipment Date** - enter the date(s)

Multi-Pack

This report lists all scanned parts that have a multi-pack quantity for a given date range.

Enter the Scanned Date(s).

The screenshot shows a software window titled "Reports" with a dark red header. On the left is a list of report names, with "Multi-Pack" selected and highlighted in blue. The main area of the window is titled "Multi-Pack" and contains the following fields:

- Report Name:** A list box containing various reports, with "Multi-Pack" selected.
- Multi-Pack** (Section Header):
- Multi-Pack report will list out all parts that have a Multi-Pack quantity.** (Description text)
- Scanned Date** (Section Header):
- From:** A date field containing "04/01/2009".
- To:** A date field containing "04/01/2009".
- Buttons at the bottom: "Preview", "Print", "Export", and "Close".

Physical Inventory

This report keeps track of the actual inventory on-hand.

Reports

Report Name:

- Print Packing Slip
- Core Exchange
- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory
- Freight Cost
- Graph
- Received Part Status
- Order Claims
- Multi-Pack
- Physical Inventory**

Physical Inventory

These two reports will help you with your physical inventory

☒ Parts scanned but not invoiced
☐ Summary
☐ Parts invoiced but not scanned

Scanned Date

From: 04/01/2009

To: 04/01/2009

Preview Print Export Close

Enter the Scanned Date(s) and select one of the following reports to run:

Step 1. Parts scanned but not invoiced

Example

Scanned but not Invoiced - Scanned Date							Date: 04/01/09
Control #: APPL0331							
Part #	Shipment #	Shipment Date	Scanned Date	Scanned Total	Cost	Total Cost	
04602-SV4-A01ZZ		/ /	04/04/08	1	\$36.25	\$36.25	
OLD#: 04602-SV4-A00ZZ							
04611-SDA-A00ZZ		/ /	04/04/08	1	\$16.94	\$16.94	
12341-PLC-000		/ /	04/04/08	1	\$5.52	\$5.52	
14400-P2F-A01		/ /	04/04/08	2	\$25.84	\$51.68	
OLD#: 14400-P2E-004							
15400-PCX-004		/ /	04/04/08	100	\$6.84	\$684.00	
OLD#: PCX							
17201-PAA-000		/ /	04/04/08	1	\$20.87	\$20.87	
17205-PLC-000		/ /	04/04/08	1	\$19.00	\$19.00	
17211-PAA-A00		/ /	04/04/08	2	\$10.25	\$20.50	

Step 2. Selecting the Summary filter will display the Parts scanned but not invoiced Report in a condensed format.

Example

Scanned but not Invoiced - Summary		Date: 04/01/09
Control #	Total Cost	
APPL0331	\$1,666.99	
BREW0326	\$7,972.64	
G1000331	\$3,409.42	
NEI0328P	\$179.30	
NEIL0328	\$174.90	
NEIL0331	\$856.90	
NIE0326S	\$117.70	
NIE0327P	\$229.90	
NIEL0325	\$567.60	
NIEL0327	\$433.40	
OES00326	\$417.04	
P0300401	\$1,455.85	
P1140331	\$40.00	
P1140401	\$472.00	

Step 3. Parts Invoiced but not scanned

Example

Invoiced but not Scanned - Invoiced Date							Date: 04/01/09
Part #	Control #	Order Qty	Order Date	Shipment #	Shipment Date	Invoice Date	Total Cost
12476247	S022	1	03/29/09	079-1742258	03/30/09	03/30/09	\$414.72
90492554	S022	1	03/29/09	079-1742258	03/30/09	03/30/09	\$243.00
Total:							\$657.72

Order Summary

This report displays all order lines with a cost for a given order date.

Reports

Report Name:

- Employee
- PNC Report
- Bin Changes
- Part Information
- Multiple PNC
- Print Invoices
- OTHER Items
- Print Part List
- Perpetual Inventory
- Freight Cost
- Graph
- Received Part Status
- Order Claims
- Multi-Pack
- Physical Inventory
- Order Summary**
- Order Status History

Order Summary

Order summary will list out all order lines with cost for a given order date.

Order Date

From: 04/01/2009

To: 04/01/2009

☐ Display Special Orders Only

Preview Print Export Close

Step 1. Enter the **Order Date(s)**.

Note: Another search option is:

- **Display Special Orders Only** - displays only the special orders.

Example

Order Summary 04/01/09

Control #: S1000401 Order Date: 04/01/08

Part #	Control #	Shipment #	Order	Ship	Scan	Cost	Total
50820-SOX-A01	S1000401		1	1	1	\$35.52	\$35.52
51350-S5A-A20	S1000401		1	1	1	\$89.61	\$89.61
54102-S2A-C00	S1000401		1	1	1	\$38.68	\$38.68
OLD# 3523							
56110-RGL-A02	S1000401		1	1	1	\$180.22	\$180.22
OLD# 56110-RGL-A01							
56992-PT0-J02	S1000401		3	3	3	\$9.48	\$28.44
OLD# 56992-PT0-J01							
60100-S2A-A91ZZ	S1000401		1	1	1	\$275.01	\$275.01
OLD# 60100-S2A-A90ZZ							
60100-SHJ-A90ZZ	S1000401		1	1	1	\$195.90	\$195.90
60100-SV4-508ZZ	S1000401		1	1	1	\$232.12	\$232.12

Order Status History

**** This feature is available for GM dealers only ****

This report displays part numbers that have multiple order statuses. If the manufacturer backorders the part and later cancels the part, this report displays an order status history of backorder and cancelled for that part number.

The screenshot shows a software window titled "Reports". On the left is a list of report names, with "Order Status History" selected at the bottom. The main area of the window is titled "Order Status History" and contains the following text: "Order Status History will list out parts that have multiple status changes." Below this text are three radio button options for searching: "Date" (which is selected), "Part #", and "Control #". The "Date" option has two input fields: "From:" and "To:", both containing the date "04/01/2009". The "Part #" and "Control #" options have empty input fields. At the bottom right of the main area is a checkbox labeled "Display Status Descriptions", which is currently unchecked. At the very bottom of the window are four buttons: "Preview", "Print", "Export", and "Close".

Step 1. Select one of the following:

- **Date** - enter the ordered date(s)
- **Part #** - enter the part number
- **Control #** - enter the control number

Note: Another search option is:

- **Display Status Description** - displays a status for each part number, such as "written to ship direct" and "referred to source".

Chapter 12: Frequently Asked Questions & Troubleshooting

General Information & Setup

Q: Where can I purchase labels for the scanners?

A: Labels are purchased directly through ScanIt.

- On the web: <http://www.scanitparts.com/order.aspx>
- Call (810) 695-9332, press 3 – Supplies

Q: How does this system interface with our DMS?

A: The ScanIt Parts System uses the dealership's standard Ethernet network. All communication is done on the existing dealership network.

Q: What information is scanned into my DMS?

A: Parts scanned at the receiving dock are automatically receipted into your DMS under a control #. The information receipted is generally part #, order #, and control #, bin information and quantity.

Q: What information needs to be keyed manually?

A: None, unless the barcode will not scan. If for some reason the barcode will not scan, you can always manually type the part # using the scanner's keypad.

Q: What do I do if an error occurs on the ScanIt Parts program?

A: Restart the ScanIt Parts computer and see if the error happens again. If the error occurs again, please contact us at (810) 695-9332 and press 1 for technical support.

Q: What hardware is involved in an installation?

A: There are three components:

- **PC Server** - can be running Windows 2000 Professional, Windows 2003 Professional, Windows XP Professional, Windows Vista or Windows 7
- **Access Point with antenna**- uses wireless frequency of 802.11 B/G/N
- **Scanner**- wireless card communicates via radio frequency

Q: Are there any firewalls incorporated into the ScanIt Parts System when there are multiple access points?

A: The access point installed at the dealership connects to the main ScanIt Parts PC using standard Ethernet cabling and uses the TCP/IP protocol. Because this is a standard network connection, security techniques, including a firewall, can be used to protect the transfer within and outside a dealership; however, the ScanIt Parts System does not automatically use any.

Q: Will the ScanIt Parts System handle an inventory consisting of 100,000 part numbers?

A: Yes. The System was designed from the start to handle very large inventories.

Q: My warehouse is 100,000 square feet and has many girders and support posts. Will the system have trouble transmitting and receiving in this environment?

A: No. However, for a 100,000 square foot warehouse, you may need to purchase multiple antennas to get complete wireless coverage.

Q: How far from the access point can the scanner operate?

A: The scanner will communicate approximately 500 ft. from an access point (this is radius coverage). If multiple access points are added, the access points will automatically overlap coverage without any special setup.

Q: How many scanners are supported by the ScanIt Parts System?

A: The total number of scanners the ScanIt Parts System will support is 254.

Q: If I have more than one scanner, can I “overload” the system by having multiple scanners scanning?

A: No. You will never be able to “overload” the system because of multiple scanners.

Q: How can I improve the speed and stability of the ScanIt Parts system?

A: The ScanIt Parts System is PC based, things that will improve the system are increased memory (RAM) and increased storage space.

Q: Can specific dealer personnel access the ScanIt Parts System data from outside of the dealership?

A: Yes. The ScanIt Parts System runs on a standard PC configuration. You can run the software at the main parts department or a location elsewhere. Again, the ScanIt Parts software communicates through a basic internet or LAN connection.

Scanning

Q: My part # uses spaces and/or dashes. If I have to type in the part #, do I type the part number with dashes or spaces?

A: No. Dashes, spaces, # signs or any special characters are not typed into the scanner. Type the part number and press **Enter**; the system will automatically find the part # if it is on order.

Q: What happens if someone tries to scan the same part more than once?

A: If the part is only on one open order, the ScanIt Parts System will notify the user that the part number is fully scanned. If the part is on multiple open orders, the ScanIt Parts program will prompt the user for a control number.

Q: I'm in the middle of scanning and my scanner goes black

A: Try putting in a freshly charged battery. If this does not solve the problem, call us at (810) 695-9332 and press 1 for technical support.

Q: The parts I scan are not posting into my DMS

A: If a part does not post into your DMS, check the following:

- Is Interact on?
- Is the part number on order in your DMS?
- Is the quantity you have different from the one in your DMS?
- Is the control number wrong?

Q: I turn the scanner on and the screen says "ScanIt Parts Touch Screen to Connect"

A: This is normal. When you see the message, touch the screen and the scanner will connect to the server. After you have made your connection, you will be prompted with a menu.

Q: Scanner will not detect a wireless connection

A: The scanner is either too far from the access point or the access point may have lost power. Check the access point to see if there are lights on the unit.

Q: When the scanner sits idle for a few minutes and I go back to using it, it is disconnected.

A: The network card on your computer probably has power-save mode enabled. Go to the settings of the network card and uncheck the box where it says, "Allow Windows to turn this device off to save power". If the problem persists, please contact us at (810) 695-9332 and press 1 for technical support.

Q: An error saying ‘This gun is not in the equipment list...’

A: In the ScanIt Parts System, go to the **Main Menu**, then **Settings**, then the **Equipment** tab. The scanner's information needs to be added to the equipment list. Select **Add** and enter the settings for that scanner; you will then need to reboot your ScanIt Parts PC. If the scanner is already in the equipment list, check all of the properties of that scanner to see if they match the scanner you are holding by selecting **Edit**.

Q: The scanner is displaying a red battery level.

A: The battery may not be fully charged. When charging the battery, it needs to be inserted fully into the charger (it should snap into place). If the battery reads as fully charged in less than an hour, please contact us at (810) 695-9332 and press 1 for technical support.

Q: Scanner message says “Nightly orders pull did not run. Some parts may not scan. Please contact your system administrator”.

A: If Interact is turned off, nightly orders did not pull. On the main ScanIt Parts PC go to the **Interact** screen, select **Advanced** and **Pull Open Orders**. If you are not able to access the main ScanIt Parts PC, you can pull open orders through a client computer. From the **Main Menu**, go to **Settings**, then **Interact Data Pulls**, and select **Pull Open Orders**. Interact and the computer need to be “on” at all times.

Printing

Q: The scanner keeps printing a blank label

A: Turn the scanner off and replace/reload the labels.

Q: No label comes out of the scanner.

A: Try a freshly charged battery.

Q: 706 Error

A: Exchange the battery in the scanner with a fully charged battery.

Q: 756 Error

A: Check to be sure the labels are loaded correctly and the scanner lid or cover is closed all the way.

Q: Scanner prints part of a label

A: Check to be sure the labels are loaded correctly and the scanner lid or cover is closed all the way.

Q: Scanner keeps printing out multiple blank labels

A: Check to make sure labels are loaded correctly; labels should be fed over the silver bar.

Q: The bin labels I am printing do not scan, no information shows

A: If your part numbers are not exactly like they are in inventory, they will not scan properly. This includes special characters like dashes.

Q: The bin labels I am typing into the scanner do not print

A: If you are typing a part number into the scanner you must include special characters, like dashes. For example, if you have a part number FOCZ-6379-AMS, but you type in FOCZ 6379 AMS, no information will show because the part number is wrong, it has to include the dashes.